|  |  |
| --- | --- |
| Part A | Meeting details |
| Station: | Click or tap here to enter text. | Meeting date: | Click or tap to enter a date. |
| Meeting chair: | Click or tap here to enter text. | Meeting times: | Start:Click or tap here to enter text.Finish:Click or tap here to enter text. |

|  |  |
| --- | --- |
| Part B |  Attendance/Acknowledgment |

|  |
| --- |
| As per SMS Muster (Check box with “X” to confirm) [ ]  OR per attached sign-in sheet OR complete below |
| PresentEnter all names in the single field. Hit Return to add another name | ApologiesEnter all names in the single field. Hit Return to add another name |
| Click or tap here to enter text. | Click or tap here to enter text. |

| Part C | Tasks to be checked as completed each meeting |
| --- | --- |
| Task | Completed (tick) | Notes: |
| Review previous station meeting minutes | [ ]  | Click or tap here to enter text. |
| Read any new National Notices/Safety Alerts | [ ]  | Click or tap here to enter text. |
| Local Safe@Work events discussed | [ ]  | Click or tap here to enter text. |
| Discuss corrective actions | [ ]  | Click or tap here to enter text. |
| Review progress against SHW annual objectives | [ ]  |  |
| Trial evacuation (six-monthly) | [ ]  | Ensure scheduled in SMS |
| Complete and file annual workplace safety inspection completed and filed | [ ]  | Ensure scheduled in SMS |
| Complete and file six-monthly Hazard and Risk Register review  | [ ]  | Ensure scheduled in SMS |
| Complete and file six-monthly Hazardous Substance Inventory review  | [ ]  | Ensure scheduled in SMS |

|  |  |
| --- | --- |
| Part D | Matters arising from previous meeting minutes |
| Click or tap here to enter text. |

|  |  |
| --- | --- |
| Part E | Critical Risk Review  |
| Refer to the Prompts sheet for categories |
| Have any recent events been related to Fire and Emergency Critical Risks? List event and Critical Risk related: |
| Click or tap here to enter text. |
| (TE IHU AND TE KEI ONLY) Were all the Critical Risk Controls listed in the Control Plan (refer to black Critical Risk folder) applied?  |
| Click or tap here to enter text. |
| Do any issues need to be escalated regarding these events/controls? |
| Click or tap here to enter text. |
| Have there been any other near misses that need to be discussed and reported? |
| Click or tap here to enter text. |

|  |  |
| --- | --- |
| Part F | **General business/Safety topic for the meeting**  |
| Refer to the Prompts sheet for ideas |
| Click or tap here to enter text. |

|  |  |
| --- | --- |
| Part G | Actions to be completed/checked each meeting |

|  |  |  |
| --- | --- | --- |
| Issues | Suggested action | Actioned |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Complete SMS task for SHW Meeting: | [ ]  Completed (tick) |

|  |  |
| --- | --- |
| Part H  | Matters for review by District SHW Committee (as appropriate) |
| Issues of significance or concern to be escalated to next level committee |
| Item | Background | Suggested resolution, decision or action  |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Celebrating success – any significant achievements: projects, processes or people |
| Item | Background | Suggested resolution, decision or action  |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Part I  | Sign-off |
| Health and Safety Representative signature: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| OIC sighted and signature: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |

|  |  |
| --- | --- |
| Next meeting (date, time, place): | Click or tap here to enter text. |

## Next steps

Send copies of the completed minutes to VSO and BSC.

VSO/BSC to forward minutes and escalate any issues to District Management team (and SHW as required).