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| 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. |

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| Part B | Attendance/Acknowledgment |

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| As per SMS Muster (Check box with “X” to confirm)  OR per attached sign-in sheet OR complete below | |
| Present  Enter all names in the single field. Hit Return to add another name | Apologies  Enter 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 |

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

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| 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. | |

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

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

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| 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. |
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| Complete SMS task for SHW Meeting: | | Completed (tick) |

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| 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. |
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| 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. |

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| 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).