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| Please scan and send a copy of the completed attendance form to < Enter contact name and email address> |

# Section 1 – Meeting details

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| Manager name (Print): | Location: | Work area: | Date:  / / | Time:  : |
| Signature: |
| Topics:  <add or remove topics for this work area> | * We’ve all worked hard here at (insert company name here) to build and implement a Safety Management System that helps keep us all safe, every day. * It will be no surprise to any of you however that we always want to improve in everything that we do, including our safety culture and performance * Our business already focuses on a number of methods to improve our safety such as (delete any not applicable to your business): * Developing and implementing a safety risk register, * Developing and implementing hazard and safety incident reporting, * Testing and review of the effectiveness of risk controls, * Providing detailed safe work procedures and instructions, * Providing appropriate safety training, and * Investigating safety incidents.   All these methods have involved your input at some stage and are all critical to the continuous improvement process.   * During your day-to-day work activities there may be times where you speak to other staff members who are performing a similar task or activity. During this time take note of each other’s ways of working, as you may notice a better and safer way to achieve the same outcome. * We encourage you to keep talking to colleagues about safer practices and to share your observations with your supervisors and managers. Open communication helps improve safety as your unique perspectives can highlight areas where safety improvements can be made.   Pause here and hand out an example of a completed “Safety Investigation Report” or the *Worked Example – Safety Investigation Report* as part of NHVR’s industry SMS guidance materials.   * Investigating concerning safety incidents is a common way that we can determine how to make our system and processes better, to achieve a safer outcome. This also shows that continuous improvement opportunities can arise at any time; where we see possible chinks in our system’s armour but know how to ways to fix them. * We also ensure that any new improvement actions are recorded in a related register, where we can their progress and final implementation. * Our management team is here to support and encourage your involvement for safety in the business. We are very interested in your observations and thoughts. * Questions raised about safety processes and procedures are an integral part of the continuous improvement process and allow everyone to participate, ensuring that our controls are effective as we can make them. * Remember, please come and talk to us about any work safety issue. Working together helps make our workplace safer. * Thanks for your time today and please stay safe. | | | |
| Attachments discussed: | 1. <Business Name> | | | |

## Section 2 – Attendance details

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| Print name: | Signature: | Date:  / / | Print name: | Signature: | Date:  / / |
| Print name: | Signature: | Date:  / / | Print name: | Signature: | Date:  / / |
| Print name: | Signature: | Date:  / / | Print name: | Signature: | Date:  / / |

# Section 3 – Comments

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| 1. |  |
| 2. |  |
| 3. |  |