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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> | **Safety Investigations**   * Today I want to talk to you about an important process that help improve our safety. * As you know, we really encourage everyone to report safety hazards you see in the workplace and safety incidents you may be involved in, even if they are ‘near mis’ incidents. * If an incident is serious enough – where staff or others have or could have been seriously injured, we always aim to undertake a safety investigation into the event. * There is a structured safety investigation process in place, and it helps the business to: * identify the cause or issues that contributed to the incident, * locate areas for safety improvement, and * ultimately reduce the likelihood of a similar incident occurring. * The safety investigation process usually focuses on: * collecting and gathering information about the incident, * reviewing the incident information and determining the causes, * recommending safety improvements, * implementing safety improvements, and * communicating the investigation findings and outcomes. * To allow us to effectively conduct the investigation, it’s really important that you first provide as much relevant information as possible when reporting the incident. The Safety Incident Report form provides plenty of space to include all the information you may have including space to draw a diagram showing where the event may have occurred. You could also text through to your manager, photos of the incident site from your phone.   Pause here and hand out an example of a filled in and completed:   * safety incident report form (that captures a safety incident or near miss), and * the corresponding safety investigation report   It is ideal that both the incident form and safety investigation report match to clearly show how the business performs a safety investigation.   * You will notice that we have handed out a completed safety incident report form and a safety investigation report as an example. It is to show how your involvement helps the business perform the safety investigation. * Our safety investigations don’t just assist the business in pinpointing the causes of the safety incident; it can also help identify any additional hazards, safety risks, or gaps in our current safety risk controls. * We want to assure you that the information gathered for the safety investigation is reviewed from a neutral perspective, without any fixed thoughts of how or why the safety incident happened.   Pause here and ask attending staff members to follow you through the safety incident report and safety investigation report examples. Once finished, ask staff members:   * What do they think is a key cause or contributing issue to the reported incident? * What is an important safety improvement process required to help prevent that incident from occurring again? * We are committed to your safety by communicating and consulting on decisions about safety in the workplace. We will always inform you of the safety investigation findings, outcomes, and what improvements or actions will be happening. * Our business wants to provide you with appropriate safety training to prevent and reduce safety incidents occurring. Safety investigations are a vital part of the safety improvement process in the business. * Remember, please come talk to us about any concerning safety issue. This includes the safety investigation process. Working together helps make our workplace and tasks 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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| 2. |  |
| 3. |  |