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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> | * Our business strives to provide you with the right safety training to help prevent and reduce any concerning safety incidents. Safety training for you supports and increases: * your safety related skills, knowledge, and experience, * your awareness of safety hazards and risks, and * the use of appropriate safety tools and resources to help keep yourself and others safe. * Making you familiar with how our business plans, documents, and implements safety training also assists us to: * identify and manage safety issues, * proactively educate everyone around safety, * maintain our safety focus, and * provide opportunities to participate in the safety decision-making process. * I encourage you to contribute to the safety training planning process. You can do this by participating in the safety committee, giving feedback on any planned safety training, and raising safety concerns about risks to be addressed and corrected with appropriate training.   Pause here and hand out a copy of the organisation’s Safety Training Calendar, that is populated with every person or team’s name, and the safety training that is planned to be undertaken over the next 12 months.   * You will see that our Safety Training Calendar sets out targeted safety related training for each you or each of our teams. * You may have already seen the organisation’s safety Risk Register. It includes a number of risk controls that we need to have in place to keep us all safe and they often include staff education, guidance and training. * Whilst it may not show the level of detail in the Calendar, our safety training can be delivered in a number of ways depending on what is being trained. Those ways include: * instructor-led training, * walk-through of documented work procedures, * hands-on training, * coaching, and * group discussions and activities. * These methods assist the business in boosting your safety awareness and promote a positive safety culture that can help keep you and others safe.   Pause here and ask staff if they believe any further safety training should be considered, to help manage a key safety risk.   * Making you aware of how important safety training is to the business is crucial. For most of us, we have been performing our jobs long enough to know the right way to do something, versus and what falls short or is "good enough". Having a "good enough" mindset may create risks that could seriously injure or kill others. * Remember, please come talk to us about any workplace safety issues. This includes appropriate safety training to perform your job safely. 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. |  |