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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: | * Our organisation is committed to your safety by ensuring that you are not exposed to unacceptable safety risks in the workplace. In our workplace, we apply suitable safety measures through risk controls.
* It’s important that we raise the issue of safety risks and risk controls with you to highlight how we can all work together to manage hazards and hazardous activities in the workplace.
* Hazards and hazardous activities can be considered anything that has the potential to cause harm to you or others in the workplace or work environment.

Pause here and ask attending staff members:* Does anyone have an example of a hazard in their daily duties? If no one answers, suggest a common hazard in our industry could be worn loading straps or a fatigued driver.
* How about an example of safety risk in their daily duties? If no one answers, suggest the risk of worn loading straps breaking, spilling the unsecured load onto the highway, or the fatigued driver falling asleep and crashing the truck.
* It’s important that you know the safety process the business uses to manage risk in our workplace. Our SMS processes aim to:
* Identify the hazards; that is, locate what could cause harm or what could pose a safety risk.
* Assess the risk; so we understand the hazard and how it can cause harm; the severity of the safety risk, the likelihood of it occurring.
* Control the risk; where the business implements effective safety control measures and
* Review the controls; helping determine if the controls are working as intended.
* You will see we have printed out the organisation’s safety Risk Register for everyone to look over. It includes all of the hazards and risks we think are relevant to our business. Importantly it also shows the risk controls – such as training, procedures, PPE, proper equipment and so on that we expect will be used and followed to help ensure we are safe.
* Whilst the use of PPE is common right across our business, we always try to look at other risk controls first that can actually get rid or isolate the risk from you and others altogether. Where we can’t, we will typically use other engineering or administrative controls such as guards on equipment, training for staff and finally the use of PPE.

Pause here and ask attending staff members:* Does anyone have an example of a risk control in our workplace that they believe:
* Isolates a safety risk? (wait for a response, prompt with an example such as “the use of our exclusion zones when the heavy vehicle is being loaded/unloaded).
* Is engineered to reduce risk? (wait for a response, prompt with an example such “installation of handrails and footsteps when entering or exiting the heavy vehicle”).
* Reduces exposure to risk? (wait for a response, prompt with an example such as “the use of a safe working procedure”).
* Is PPE? (wait for a response, prompt with an example such as “safety glasses, hard hats, reflective vests”)
* It’s important that you all familiarise yourself with our Risk Register and particularly the risk controls we should all be following.
* Remember, please come and talk to me if you don’t understand any of the risk controls we have in place at our company or if you believe we could be doing more to make all of us safer.
* We want any safety issues to be raised so we can deal with them as quickly as possible by working together.
* Thanks for your time today and please stay safe.
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| Attachments discussed: | 1. <Business Name>
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## 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. |  |