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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: | * One of the most effective ways our business can manage heavy vehicle safety risks is through the reporting of hazards and incidents.
* A hazard is anything within our workplace or work environment that has the potential to cause you or others harm.
* A good example of a hazard would be if you noticed whilst loading one of our trucks, that the load restraint straps were overly worn or damaged. While no actual safety incident may have occurred, worn or damaged straps will break at some point with the potential to cause a serious safety incident.
* By promptly alerting management to these hazards, repairs or other remedies can be put in place well before a safety incident occurs.
* Where an unforeseen hazard does result in a concerning safety risk, we call these safety incidents. Safety incidents range from those where there may be no resulting injury – we call them a near miss, through to more serious events that result in a staff member or other people being seriously injured or even killed.
* Reporting all safety incidents is vital, even if they are just near misses. Once we know about these safety incidents, we can then consider them further, including conducting an investigation if needed.
* Investigating safety incidents helps determine what caused them – such as an equipment failure or lack of training for staff. This then helps determine what improvement actions we need to put in place to help prevent the incident from occurring again - such as replacing worn loading straps or improving staff training.

Pause here and ask attending staff members:* What safety hazards do you think are or have been in our workplace or vehicles?
* Can anyone talk about a near miss they have been involved in lately? (such as nearly being struck by a forklift when being unloaded)
* What changes did you see occur that helped ensure it didn’t happen again?
* So how should you report these hazards, near misses and other safety incidents if you encounter them or are involved in one? You should all be aware that the business has available in all depots and vehicles a “Hazard and incident report form”. These are just a one-pager which only requires a short amount of time to fill out.
* If you see or are involved in a safety incident, just complete the form and return it to management as soon as possible.

Pause here and hand out one of the reporting forms which has been filled in with an example workplace hazard or near miss incident.* All reports will be reviewed or investigated by management who will consider what improvement actions are needed to help prevent the issue recurring.
* Here at our workplace, we are committed to not only following up on reported hazards and safety incidents but informing you all about what improvements actions will be taken.

Pause here and ask staff members:* Does everyone understand why we need to report hazards or safety incidents?
* Does anyone have any questions about how they can report hazards or safety incidents?
* Remember, please come talk to me or management about any work safety issue. This includes hazards and incidents you may see or be involved in. We want any safety issues to be reported so we can deal with them as quickly as possible by working together.
* We all need to help keep our workplace safe. Reporting close calls or incidents will help ensure that.
* 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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| 2. |  |
| 3. |  |