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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: | * I would like to talk to you about our safety policy and how this policy helps to keep us all safe from harm in the workplace.
* Our safety policy communicates how seriously the business takes safety.

Pause here and hand out a copy of our Safety Policy.* It is important that you are familiar with our business’ safety policy as it:
* sets out our key safety objectives,
* identifies who has obligations or duties under the legislation to keep the workplace safe, and
* reinforces our safety commitment in areas such as staff consultation, welfare, and training.

Pause here and ask attending staff members to follow you through the “statement of intent” and “safety objectives” as you read it aloud. Once finished, ask the attending staff members:* How do you think you can contribute to any of the Policy’s safety objectives?
* Here at (insert company name), our structure determines the safety duties for a staff member’s role and responsibilities in the business.
* It is important you are aware of how your role and responsibilities can directly impact yours and other people’s safety in the business.
* Knowing your role and what part you play, including your safety duties, helps ensure the safety of yourself and others

Pause here and ask attending staff members to follow you through the “business “structure” and “roles and responsibilities” as you read them aloud. Once finished, ask the attending staff members:* Why do you believe it is important that the safety policy lists the “roles and responsibilities” of everyone in the organisation, including them, managers and executives?
* Whilst actions will speak louder than any words on a page, we hope that our commitment to your safety is clearly made within the company Safety Policy. We are serious about safety here and will ensure you all have the appropriate training, systems, guidance and tools to keep you safe.
* Remember, please come talk to us about any work safety issue. This includes any concerns you may have about the Policy’s stated safety roles and responsibilities for yourself. We want any safety concerns 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. |  |