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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 number one priority here at (insert company name) is your safety. To help ensure that safety, we work hard to put in place a range of safety risks controls, designed to manage heavy vehicle related risks – such as fatigue, the mass, dimension and loading of our vehicles, and proper vehicle maintenance and repairs.
* Safety risk controls can include documented procedures and processes, safety training and education to staff, proper equipment and safe systems of work.
* Whilst properly implementing each of those controls is paramount to all of us, it’s also important to understand if they are actually working as we intended. That’s why we regularly test their effectiveness.
* Regular testing of our risk controls also helps remove any ‘guess work’ when determining if they are working properly, or not. The more effective a risk control is, the more confident the business is that the workplace is safe and does not expose staff to harm.

Pause here and hand out copies of our populated Risk Register or ask them to go and check the Risk Register out if it is framed on the wall of the meeting room or area. Ask staff to specifically look down the list of Risk Controls in the Risk Register.* We always look to the risk controls identified within the Risk Register when considering which of them we should test. Usually, the higher the risk of an event, the more critical the risk controls are.
* Once we have chosen the key controls to assess for effectiveness, we can test them through a range of methods including:
* Surveying staff to see if a documented risk control is easily understood, implementable on a day-to-day basis, and is fit -for- purpose (to do the job required),
* Observing staff to see if processes are being or can be easily followed, and
* Reviews of past safety incidents and safety investigations,
* Please don’t be concerned that we may be looking over your shoulder to see if you are doing the right thing. There is no apportioned blame as any part of the testing process.
* We are only concerned whether or not the risk controls in place are working well and to determine if we need to do anything further to improve them.
* Remember, please come talk to us about any work safety issue. This includes what we do around test the effectiveness of risk controls, designed to keep you safe. Working together helps make our workplace safer.
* 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

|  |  |
| --- | --- |
| 1. |  |
| 2. |   |
| 3. |  |