



QUARTERLY HEALTH AND SAFETY MEETING CHECKLIST



HAZARDCO
HEALTH & SAFETY MADE SIMPLE

Company name:

Meeting date:

Instructions: Use this checklist as a guide to running your health and safety (Health and Safety) meetings. It provides a list of key topics for review and creates a record for your workplace. It also records the Committee's decisions relating to workplace Health and Safety matters. Any actions required as a result of the Committee's decisions should be documented here, assigned to individuals and completed between meetings. The Health and Safety meeting is also where your Health and Safety Objectives are reviewed and signed off.

1. Review Previous Action Points: (remedial Health and Safety actions from previous meetings)

Review status of any outstanding action points.

Action Points Reviewed Further Action Required No Outstanding Actions

What needs to be completed? If there are any outstanding action points, or further action required, write down what is needed to complete these, who is responsible and when they are to be completed by:

Who is responsible:

Action completed by date:

2. Workplace Review: Ensure a workplace review has been completed prior to the meeting. This should identify any immediate hazards that need addressing, or any issues that need to be reviewed by the Committee. It also provides a record of how you are doing with your health and safety at this point in time.

Workplace Reviewed No Action Required Further Action Required

What needs to be completed? If you ticked that further action is required, write down any agreed corrective actions required, who is responsible for these actions and when they are to be completed:

Who is responsible:

Action completed by date:



3. **General Workplace Hazards:** Review the existing hazards and discuss at least 2-3 hazards listed in the Hazard Cards at each meeting to ensure they are being controlled correctly (Eliminated or Minimised).

Hazards Reviewed No Action Required Further Action Required

What needs to be completed? Record any immediate controls required to manage hazards. Include any required changes or improvements to existing hazard controls, or any new hazards and controls. Record who is responsible for these actions and when they are to be completed:

Who is responsible:

Action completed by date:

4. **Accidents and Incidents (Events):** Review any accidents or near miss incidents, including investigation documents. Identify contributing factors and corrective actions required.

Nil Accidents No Action Required Further Action Required

What needs to be completed? Record any further controls or processes that need to be introduced. If further training is required, record this in the worker's individual Training Plan and Register. Record who is responsible for these actions and when they are to be completed:

Who is responsible:

Action completed by date:

5. **Worker Health and Safety Training and Induction:** Review worker health and safety training needs and determine if all workers are suitably trained. Is further in-house training required eg. manual handling training, office ergonomics etc? Have all workers been inducted and has their Training Plan and Register been updated?

Training Plan Updated Training Required No Training Required

What needs to be completed? Do workers need additional training or supervision? List any requirements here if they do, who is responsible for these actions and when they are to be completed:

Who is responsible:

Action completed by date:

6. **Health Monitoring:** Discuss any workplace health monitoring requirements or plans eg. flu jabs, vision checks etc.

No Action Reviewed Further Action Required Health Monitoring Review

What needs to be completed? Do workers need additional health monitoring? List any requirements here if they do, who is responsible for these actions and when they are to be completed:

Who is responsible:

Action completed by date:

7. **Emergency Planning:** Review existing Emergency Procedures eg. Fire Evacuation Procedures, Emergency Plan, first aid stations etc. Review emergency exits and fire emergency equipment. Review 6 monthly fire evacuation drills.

Emergency Planning Review No Action Required Further Action Required

What needs to be completed? Does Emergency Plan/Fire Evacuation Procedures require up dating? Is a fire evacuation drill required? Have fire wardens been appointed? Record who is responsible for these actions and when they are to be completed:

Who is responsible:

Action completed by date:

8. **Vehicle Management (if applicable):** Review Monthly Vehicle Checklists to ensure fleet is being maintained appropriately. Ensure drivers hold the appropriate licenses and discuss driver competency. Review Vehicle Hazard Card.

Monthly Checklist Reviewed No Action Required Further Action Required

What needs to be completed? Do vehicles need maintenance or servicing? Do drivers require additional training? Record who is responsible for these actions and when they are to be completed:

Who is responsible:

Action completed by date:

9. **Hazardous Substances (if applicable):** Review any hazardous substances held in the workplace eg. in cleaners cupboard. Confirm these are secure and being managed by cleaning company (if applicable). Ensure no unauthorized storage of hazardous substances.

Hazardous Substances Reviewed No Action Required Further Action Required

What needs to be completed? Any unidentified substances must be removed from the workplace. Confirm with cleaners (if applicable) that hazardous substances are being stored as per the HSNO Act. Record who is responsible for these actions and when they are to be completed:

Who is responsible:

Action completed by date:

10. **Review Health and Safety Objectives:** Review status of Health and Safety Objectives, sign off any completed objectives and create new objectives.

Completed Health and Safety Objectives Updated New Objectives Created

What needs to be completed? If there are any outstanding objectives write down what is further required to complete these in the box below. Annually or as they arise, discuss what new objectives need to be added to the list and ensure they are added to the Health and Safety Objectives list. Record any actions required, who is responsible and when they are to be completed:

Who is responsible:

Action completed by date:

11. **Meeting attendees:**

Name:

Role:



12. Additional/General meeting notes:

Discuss any new health and safety concerns/ideas and list below.



