

S30 – Safety Committee Agenda H&SWPR01

Previous minutes

Are the previous minutes agreed to be a true and accurate record? Review any actions from the last meeting?

Accidents and near hits

Have there been any accidents or near hits since the last meeting? What corrective actions have been identified? Is the workforce aware of these incidents?

Top issue list

A chance for all committee members to raise their top 3 health and safety issues within the workplace and to receive some feedback on rectifying these issues.

Safe systems of work/Procedures

Select at least two random procedures and vet them for effectiveness. Allocate responsibility to review and re-write the procedures (if required).

Inspections and audits

Provide and record details of the audit findings or the review process. Discuss any agreed action plans and targets for the next audit or management review. Record any feedback.

Health and safety training

List the toolbox talks discussed or delivered during the meeting and document any other training carried out since last meeting.

Record any comments on the quality and applicability of the training as well as any general comments by employees.

Health and safety legislation

Review any recent or proposed changes in health and safety legislation.

Health and safety promotion

Allow time to discuss particular subjects that would promote health and safety on site over the coming months.

