

This document is a companion document to the site inspection checklist.

1 Project information

Tick one – is this a site-specific or in-house meeting?

Site-specific

In-house

Write project name or location of site.

Write office location.

Write the name of who is running this meeting.

Company

Date

		/			/				
--	--	---	--	--	---	--	--	--	--

2 Agenda items

Write the theme of the meeting (topic for focus).

List agenda items.

3 Health and safety issues

Site activities/safe work practices/incident reports and investigations discussed.

Issues raised from site safety inspection	Actions	By who and when

Issues outstanding from previous briefings	Actions	By who and when

Employee-raised issues	Actions	By who and when

Positive safe-action observations	Actions	By who and when

Incidents or injuries	Actions	By who and when

4 Job plans reviewed

Includes permits to work, Task Analysis or other documented work-planning process.

Job/task	Action/outcome

5 Operational issues

Day-to-day site management issues / items for discussion.

Issue	Action

6 Other business

Item	Action

7 Attendees

Name	Signature

8 Review by management

Party 1	Party 2