

Form
Site / Depot Monthly Health and Safety Meeting Agenda

Site / Depot Monthly Health and Safety Meeting Agenda SHE9A					
Company:		Site/ Depot:		Project No. (If applicable):	
Chaired By:		Date:		Time:	
List of Attendees:			Job Titles		
Agenda					
No.	Topic	Main Decisions, Actions Agreed, By Whom and When			
1.	Apologies for absence.				
2.	Minutes of the previous meeting and matters arising.				
3.	Accidents / Incidents reviews Accidents / Incidents at Site Depot Accidents / Incidents in the General Business				
4.	Safety Alerts and Briefing Notes Issued – Actions Taken				
5.	Current Site / Depot Risk assessments. – Review new or changed activities and ensure risk assessment complete.				
6.	Health and safety inspection reports from HS&E Team				
7.	Health and safety training Requirements				
8.	Current Health and Safety Initiatives.				
9.	Any other business.				
10.	Date of Next Meeting / Time / Venue				

In all cases adequate records of the meeting should be kept by completing this form.