

Form
Monthly Health & Safety Meeting Agenda SHE9B

General Division / Business Monthly Health and Safety Meeting Agenda					
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 Individual Sites / Depots - Accidents / Incidents in the Group				
4.	Safety Alerts and Briefing Notes Issued – Actions Taken				
5.	Risk Assessment Process in Business – Effectiveness and Improvements Required				
6.	Health and Safety Inspection Reports from HS&E Team				
7.	Health and Safety Training Requirements in the Business				
8.	Current Business and Group 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.