

Location:

Date:

Attendees Name	Attendees Signature

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Apologies:

	AGENDA TOPICS	MINUTES	ACTIONS
1.0	Company Announcements:		
2.0	Agenda for discussion every meeting:		
	Follow up on actions from previous meetings.		
3.0	Health & Safety Management:		
	1. Accidents/Near Misses reported		
	2. New Hazards Identified (Including Environmental)		
	3. Improvement Suggestions		
	4. Staff Training – Upcoming		
	5. PPE gear check		
	6. First Aid Supplies required?		
	7. All loads must be secure		
	8. Secure Work Site (Vehicle Security, Property Protection)		
	9. Clean Work Sites		
	10. Equipment & Vehicles – Reminder for servicing and calibration		
	11. Environment (Including Recycling, Power use, Fuel efficiency)		
	12. Quality Management Audits and other quality issues		
4.0	Any new business – Round table:		