

THE PAIRATAHI TRUST

Health & Safety Meeting Minute Sheet

1. Meeting attendance: Each person to record their name & sign

Date: __/__/__ Time: :

Name	Signature	Name	Signature	Name	Signature
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

2. Read previous minutes and actions from previous meeting: Are previous actions complete?

3. Hazards and Controls: Review 'Site Specific' Hazard Report Form / Add any new hazards?

Describe the new hazard	Evaluate Risk Low / Medium / High	Eliminate, Isolate, Minimise	Describe what will be done to control this hazard (use additional lines as required)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Review Near Hits/Incidents: Transfer information to incident form ([Send to Juken NZ Ltd](#))

What happened?	To whom?	Date and time?	What caused it to happen?
_____	_____	__/__/__	_____

5. Training and Supervision update - are there any training needs? who is under supervision?

Training/Supervision need	Trainee name	Supervisor name	Assessment date	Training notes?
_____	_____	_____	__/__/__	YES NO
_____	_____	_____	__/__/__	YES NO
_____	_____	_____	__/__/__	YES NO

6. Audits and Inspections: Plant & Equipment – assign Audits and SBO's for coming month

SBO Type:	Auditor:	Auditee:	Any follow up action/training required?
_____	_____	_____	_____

7. Emergency Drill – practice & record 1 emergency drill every 6 months (chose a new scenario)

Warden name:	Date and time?	Notices in place?	Exit ways clear?	Correct parking?	Correct call in?
_____	__/__/__	YES NO	YES NO	YES NO	YES NO

Did the Warden responded appropriately? _____

Was crew familiar evacuation procedure? _____

Equipment (Fire, First Aid) all OK? _____

8. Action completion record

Action:	By whom	By when	Completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Additional Safety Meeting Notes - transfer actions to previous page

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.