



### OM0023 – Safety Meeting Policy

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<b>AMENDMENT RECORD</b>				<b>ISSUE #: 1</b>		
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Rev. #	Date	Details		Description of Changes	Prepared By	Approved by
		Section #	Para. #			
1						
2						
3						
4						



## 1. Safety Meetings Policy

WHS meetings will be held **monthly** with the Operations and General Manager present. Any additional team members that are required to attend will be advised several days before the meeting date. The meeting is an opportunity to discuss improvement of operational practices and to develop safety plans.

Should the need arise for more frequent WHS meetings or an emergency debrief is required as a result of an incident, all relevant workers will be informed.

Safety Meeting Aims:

- Making relevant workers' more aware of safety at work;
- Bringing together management and relevant workers;
- Stimulating an interest in safety;
- Educating relevant workers' in safe working practices;
- Accessing a more extensive range of viewpoints;
- Developing preventive measures not reactive action;
- Sharing incidents and workplace procedural changes.

Keep records will be maintained of the topics covered; outcomes recorded, in the Safety Meeting/Safety Talk Record (OF0021).

### FORMS AND REGISTERS

Document number	Document Name
OF0021	Safety Meeting Policy