# 3.0 HEALTH AND SAFETY EMPLOYEE PARTICIPATION

## 3.1 Health and Safety Meetings

Health and safety meetings shall be held at least **bi-monthly** and include all nominated Team members or will include all employees. All employees will receive minutes from the meeting highlighting all health and safety issues discussed. A standard health and safety agenda shall be followed to ensure all employees are aware of current issues and that all employees have the opportunity to report issues to management regarding health and safety. The agenda is followed to ensure all agenda items are discussed.

Membership of the health and safety team shall be reviewed annually. Members shall be nominated by the employees (if all employees are not part of it). Evidence of this nomination process shall be retained by the Responsible Person.

NOTE: Requirements for consultation and engagement with workers has changed under the Health and Safety at Work Act 2015. Further information from WorkSafe is available on Health and Safety Committees (HSC) and Health and Safety Representation (HSR).

The annual management review shall include an agenda item to review the Health and Safety Representative’s performance relating to health and safety responsibilities documented in this manual over the previous year.

## 3.2 Standard Agenda

1. **Accidents** – Discuss any accidents and incidents that have occurred since the last meeting. Decide if an investigation is necessary and assign a person(s) to investigate the accident to establish the cause.
2. **Hazard controls** – Review the current controls in place for significant hazards to ensure they are working. Each team member shall ask fellow employees if they have identified any new hazards or have any comments to make regarding hazards.
3. **Equipment spotlight** – Correct use of and safety features and procedures concerning a piece of equipment on premises (sometimes referred to as a toolbox talk).
4. **Review of health and safety specific objectives** – Look at the specific objectives and change where necessary. Delete old objectives that have been met and develop new ones pertaining to hazards and accidents or other health and safety issues.
5. **General health and safety issues** – Allow any other issues to be discussed at the end of the meeting which may include:

* Review of the company’s evacuation procedures
* Visitor safety
* Vehicle management - Parking and storage of vehicles
* Health and safety training - Discuss any health and safety training needs and how this will be addressed
* Personal Protective Equipment (PPE) - Use of, condition of and improvements

***Action:*** *The Responsible Person shall ensure that minutes of health and safety meetings are recorded on the ‘Health and Safety Meeting Minutes form’, retained and are available for employees to view after the meeting. Placing them on the staff noticeboard from month to month is an effective procedure for this.*