



Health & Safety Committee Meetings

Health & Safety Newsletter – July 2026

Turning Safety Conversations into Action

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Why Have a Health & Safety Committee?

A structured committee unites employers and employees to identify hazards, review incidents, and drive continuous improvement.

Discuss Concerns

A formal channel to raise and resolve health and safety issues.

Share Improvements

Promote a positive safety culture through shared ideas.

Key Benefits of Employee Involvement

- **Improved Engagement**
Employees involved in safety discussions are more committed to safe practices.
- **Better Hazard Reporting**
Active involvement encourages earlier hazard reporting, reducing incidents.
- **Stronger Compliance**
Effective committees demonstrate stronger health and safety compliance.
- **Employee Voices Heard**
Committees give frontline workers meaningful influence over safety decisions.



Why Communication Matters

Employees closest to the work often understand risks best. Structured communication helps organisations catch hazards early and build a genuine safety culture.

-  Effective communication means **listening, consulting, and acting on feedback** — not just informing.

What Regular Communication Enables



Catch Hazards Early

Spot and address risks before they escalate into incidents.



Adapt to Change Together

Keep employees informed whenever processes or equipment evolve.



Show Leadership Commitment

Regular messages from management signal safety is a true priority.



Learn From Every Incident

Share insights so the whole organisation avoids repeat events.



Build Trust and Engagement

Meaningful dialogue shows employees their voice genuinely matters.



Champion Proactive Reporting

Encourage workers to speak up early and be heard.

Meeting Frequency & Who Should Attend

There is no legal requirement specifying frequency. Meeting frequency should reflect the organisation's size, risk profile, and activities — consistency and proper record-keeping are essential.

- 1 High-Risk Workplaces — Quarterly
- 2 Medium-Risk Workplaces — Every 6 Months
- 3 Low-Risk Workplaces — Annually
- 4 Additional Meetings — When Required

Extra meetings should be convened following significant incidents, major changes, or relevant regulatory updates.

Who Should Attend?

A balanced committee should include representatives from across the organisation to ensure all areas are represented and employee concerns can be effectively raised.

Management Representatives

- Directors
- Senior Managers
- Operations Managers
- Department Managers

Employee & Advisory Representatives

- Team leaders and supervisors
- Employee-elected safety representatives
- Health & Safety Advisor



Suggested Health & Safety Committee Agenda

A practical framework to keep meetings focused and productive.

- 1 — Welcome, Introductions & Review of Previous Minutes**
Confirm attendance and review outstanding actions from the last meeting.
- 2 — Accident, Incident & Near Miss Review**
Review incidents, discuss trends, and agree corrective actions required.
- 3 — Workplace Inspections, Audits & Risk Assessments**
Review inspection findings, corrective action progress, and updated risk assessments.
- 4 — Employee Concerns, Training & Health and Wellbeing**
Discuss team concerns, training needs, mental health, and occupational health matters.
- 5 — Legislative Updates, AOB & Action Summary**
Cover regulatory changes, other business, and confirm actions with owners and deadlines.



Meeting Minutes & Committee Outcomes

Minutes record actions, responsibilities, and decisions — forming a critical legal and management paper trail.



Distribute Promptly

Share minutes with all attendees as soon as possible after the meeting.



Display and Share Widely

Post minutes on noticeboards and upload to shared intranet systems.



Review Actions at Every Meeting

Begin each meeting by reviewing outstanding actions from previous minutes.



Reduced Accidents & Incidents

Effective committees with good records drive measurable reductions in accidents.



Clear Action Plans

Assign named owners and realistic target dates to every agreed action.



Stronger Legal Compliance

Well-documented meetings demonstrate compliance with health and safety legislation.



How We Can Help With Your Committee

Our experienced health and safety professionals provide independent, practical support to ensure your committee delivers real results.



Independent Chairing

We facilitate productive, focused, and constructive committee meetings.



Professional Minute Taking

Accurate minutes with clear action tracking and ownership allocation.



Agenda Preparation

Structured agendas tailored to your organisation's risks and obligations.



Health & Safety Expertise

Guidance on legal requirements, accident trends, and risk controls.



Action Monitoring

We track agreed actions between meetings to ensure progress is maintained.



Safety Culture Development

We support engagement initiatives to build a proactive safety culture.