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|  | ***Progress Meeting Checklist*** |

This checklist is designed for monthly, quarterly, six-monthly and annual progress meetings between the University’s contract owner and senior contractor representatives.

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| **Company Name:**  **Company Contact:**  **Meeting Attendees:**  **Date:** | | | |
|  | **N/A** | **Yes** | **No** |
| Safety share |  |  |  |
| Actions from previous meeting reviewed |  |  |  |
| WHS performance report for the period presented by contractor  (covering lead and lag indicators) |  |  |  |
| WHS performance feedback from Contract Owner |  |  |  |
| Discuss lessons from recent investigations and associated actions |  |  |  |
| Discuss lessons from recent audits and inspections |  |  |  |
| Review status of corrective actions from investigations, audits and inspections |  |  |  |
| Review currency of competence and licensing as appropriate of team members allocated to University work |  |  |  |
| Discuss recent safety alerts relevant |  |  |  |
| Share and discuss changes to relevant safety procedures |  |  |  |
| Discuss safety and wellbeing improvement plans/initiatives |  |  |  |