



Safety Committee Meeting Agenda

1. Check if Safety Policy due for annual review (SMS Element 1.1)
2. Check if Emergency Response Plan due for annual drill (SMS Element 1.4)
3. Review Safety Performance Objectives/Target/Indicator status (SMS Elements 1.1, 3.1)
4. Review new Submitted Hazard/Incident/Accident Reports and the five-step risk management process for each. (SMS Elements 2.1, 2.2)
5. Review Assurance Checks of previous H/I/A Reports (SMS Elements 3.1, 3.3)
6. Review new Findings from internal audit checklists and the five-step risk management process for each. (SMS Elements 2.2, 3.1, 3.3)
7. Review and update Change Management List. Perform five-step risk management process as required. (SMS Elements 3.2, 2.2)
8. Plan and review safety training events (SMS Elements 4.1)