This form relates to the [*Health and Safety Management Procedure*](https://policy.federation.edu.au/corporate_governance/procedures/health_safety/ch01.php)

Institute / Directorate / Centre: Click or tap here to enter name of Institute, Directorate or Centre. Year: Choose a year.

Calendar quarter : Choose an item.

**HIRAC reviews or other health and safety activities conducted during the Quarter**

|  |  |  |
| --- | --- | --- |
| MONTH | ACTIVITY, TASK, PROJECT, ITEM OF PLANT, LOCATION, ETC, REVIEWED | MAIN RISK CONTROL OUTCOMES |
|  |  |  |
|  |  |  |
|  |  |  |

**Meetings of the Health and Safety Implementation Team(s) held during the Quarter**

Meetings held on the following dates:

1. Click or tap to enter a date. 2. Click or tap to enter a date. 3. Click or tap to enter a date.

**Other relevant Health and Safety issues (e.g. projects, incidents, WorkSafe inspections, workplace changes, etc.)**

Details:

***Remember to save this file in the folder assigned to your Institute, Directorate or Centre
in the Teams group: “Health and Safety – Activity Reports”***