

Consultation Action Register

Consultation Details

Consultation Date*: _____

Consultation Method*: _____ *Options: Toolbox Talk, Safety Committee Meeting, Risk Assessment Workshop, Other*

Topic / Subject Discussed*: _____

Facilitator / Chairperson*: _____

Participants: _____

Action Register

Consultation Actions

Issue Raised	Identified Action	Responsible Person	Due Date	Status	Completion Date	Comments

Options for 'Status': Open, In Progress, Closed

Approval

Manager Name*: _____

Approval Date*: _____

Manager Signature*: _____ *(Sign above)*

