

Safety moment card and log

A safety moment is a short conversation on one subject at the start of a meeting or shift. Use one card per moment and add a line to the log on page 2. It is a voluntary practice, not a legal requirement, and it does not replace a toolbox talk, a pre-task briefing or training. Tell what happened and what can be learned; leave names and blame out. Keep the story to a few sentences and the whole moment short.

1 Moment

Topic		Date	Start time	Minutes taken
Delivered by (name, role)	Signature of the person who delivered it	Team, crew or meeting	Location	Number of attendees
Format ☐ Story ☐ Question ☐ Card or prompt ☐ Short video ☐ Demonstration ☐ Other				

2 Why now

What prompted this topic? ☐ Incident ☐ Near miss ☐ Hazard or observation ☐ Audit or inspection finding ☐ Coming task or season ☐ Change ☐ Other
Reference (report number, observation, date) and a sentence on the trigger

3 What happened or what we know (a few sentences, 15 to 20 seconds when read out)

Facts only. No names, no blame. Real, recent and close to this crew where possible.
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4 The one key message

The one sentence the group should remember

5 One question for the group

The question (open, so it cannot be answered yes or no)
What the group said (answers, ideas, concerns)

6 One commitment

What we will do differently, who does it and by when

7 Questions or concerns raised, and what happens to them

Question or concern raised	Answer given, or action	Owner	Due	Log or action no.
Follow-up action raised? ☐ Yes ☐ No	Action reference	Where the attendance list is kept (if one is kept)		

Safety moment log

One line per moment held. Source of topic: **I** incident, **N** near miss, **H** hazard or observation, **O** other (circle one). Follow-up: circle **Y** if an action was raised and write its reference. A count of moments held shows activity; it does not show that a hazard is controlled, so review the topics against your own incident, near miss and observation records.

No.	Date	Topic	Delivered by	Team or crew	Source of topic	Attendees	Action raised?	Action ref.
1					I N H O		Y N	
2					I N H O		Y N	
3					I N H O		Y N	
4					I N H O		Y N	
5					I N H O		Y N	
6					I N H O		Y N	
7					I N H O		Y N	
8					I N H O		Y N	
9					I N H O		Y N	
10					I N H O		Y N	
11					I N H O		Y N	
12					I N H O		Y N	
13					I N H O		Y N	
14					I N H O		Y N	
15					I N H O		Y N	
16					I N H O		Y N	
17					I N H O		Y N	
18					I N H O		Y N	
19					I N H O		Y N	
20					I N H O		Y N	
21					I N H O		Y N	
22					I N H O		Y N	
23					I N H O		Y N	
24					I N H O		Y N	

Periodic review

Period from	Period to	Moments held	From incidents, near misses, hazards, other	Reviewed by
Hazards or events in your records that no moment has covered yet, and the plan for the next period				