# Session reporting – offline capture

If you do not have internet connection to enable on-the-spot, online reporting; use this template to capture information during the session. You can then reference this to [complete the online report](https://www.surveymonkey.com/r/SR-SessionReport) later when you have internet access. Please also take a few photos to show the room, the audience size and engaging discussions or activities.

|  |  |  |
| --- | --- | --- |
| Question |  | Session response/notes |
| Q4. Date of session |  |
| Q5. How many people attended? |  |
| Q6. What was the split of employment types among attendees? | *#Permanent*  |   |
| *#Part time* |  |
| *#Labour hire* |  |
| *#Contractor* |  |
| *#Other* |  |
| Q7. In minutes how long did the session run for? |  |
| Q8. Check the applicable box as to how interested attendees were in each segment of the Safety Reset? *This is reflected by participation, attention, and your general observations.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Segment | Uninterested | Interested | Very Interested | Comment |
| Intro & Ministers video |  |  |  |  |
| Discussion – Why stop for safety? |  |  |  |  |
| Safety culture & Heathrow video |  |  |  |  |
| Discussion – Managing safety & Safety share |  |  |  |  |
| Video – story 1 |  |  |  |  |
| Discussion - Checklists |  |  |  |  |
| Discussion - Reporting |  |  |  |  |
| Video – story 2 |  |  |  |  |
| Discussion – What’s next? |  |  |  |  |
| (optional) Guest speaker |  |  |  |  |

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More over page

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| --- | --- | --- |
| Q9. What were the top 3 safety & health issues discussed/raised at the Safety Reset?  | *Top issue* |  |
| *Second issue* |  |
| *Third issue* |  |
| Q10. Will any projects/initiatives will be investigated further following Safety Reset discussions?  | *NO*  | *YES –Outline initiative/s below* |
|  |



1 Scan this QR Code to go to the Safety Reset session reporting survey, or click on this link:

[www.surveymonkey.com/r/SR-SessionReport](https://www.surveymonkey.com/r/SR-SessionReport)