

## Safety Check Huddle Meeting Checklist

Please check:

- Safety huddle scheduled within one (1) business day after incident reported.
- Manager who approved the critical incident reporting to be included.
- Teleconference details arranged for off-site employees.
- If critical incident involves external stakeholders – establish a communication plan for notifying them, if not notified already.
- The huddle has representation from all pertinent, internal functions.
- The huddle has representation from all pertinent, external stakeholders, where required.
- Material evidence that needs to be gathered, is accumulated.
- A review of the key facts of the case, has been presented in the huddle.
- Any potentially affected patients have been identified.
- A list of action items has been documented, assigned, and shared with the meeting attendees.
- A containment plan has been documented.