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|  | **July 2025 GPDocs Review** |

Topics: **Health and Safety**

Use this template to keep an **internal** record of your reviews. Do not send the completed document to GPDocs.

Check that these documents are up to date:

|  |  |  |  |
| --- | --- | --- | --- |
| **Documents** | | **Comments** | **Date checked** |
| 🞏 | Adverse Events |  |  |
| 🞏 | Elected Health and Safety Representative\*  (Optional) |  |  |
| 🞏 | Hazard and Risk Management |  |  |
| 🞏 | Hazardous Substances |  |  |
| 🞏 | Health and Safety in Our Practice |  |  |

Review these topics by checking that the information on your site is correct, then consider:

1. Has any of your practice’s information changed?
2. Is there anything missing or incorrect that you think we need to know about?
3. Is there anything we need to implement at the practice to comply with the quality standard?
4. Is staff training up to date in these areas?

Send us feedback at [support@gpdocs.co.nz](mailto:support@gpdocs.co.nz) by **31 July.** We will collate everyone’s feedback and improve the policy for all practices.