



AGENDA – HSW COMMITTEE MEETING NO.

Meeting date:

Meeting time:

Meeting venue:

MEETING INFORMATION

ATTENDEES
<ul style="list-style-type: none">• Insert names/roles here
APOLOGIES
<ul style="list-style-type: none">• Insert names/roles here
MINUTES OF PREVIOUS MEETING <i>Attached to notice board or</i>
CONFIRMATION OF MINUTES OF PREVIOUS MEETING <i>Record names of persons confirming and seconding minutes</i>
MATTERS ARISING FROM PREVIOUS MEETING
<ul style="list-style-type: none">• List matters here (click 'enter' to add more entries)



AGENDA

ITEM	TOPIC	RESPONSIBILITY
1.	SAFETY OFFICER/S REPORT <ul style="list-style-type: none">• Are RAMS, Training, Policy Documents up to date? YES <input type="checkbox"/> *NO <input type="checkbox"/> (*IF NO, PLEASE PROVIDE DETAIL)	
2.	HEALTH & SAFETY REPRESENTATIVE/S REPORT (if applicable)	
3.	HSW PLAN REVIEW <i>Report on quarterly progress made for each strategic objective.</i>	



4.	HSW PERFORMANCE <i>Discuss data for previous quarter</i>	
5.	OPPORTUNITIES FOR IMPROVEMENT <i>Discuss any opportunities in your work area to improve how HSW is managed, e.g.</i>	
6.	BUILDING CONSTRUCTION AND/OR REFURBISHMENT (if applicable) <i>Discussion of HSW implications arising from construction and/or refurbishment projects</i>	
7.	OHS CONSULTANT/ADVISOR REPORT	



8.	WELLBEING REPORT	
9.	OFFICE MANAGER REPORT (if applicable)	

OTHER BUSINESS

NEXT MEETING	Next Meeting Date:



SIGNED ATTENDANCE RECORD

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