

## AGENDA – HSW COMMITTEE MEETING NO.

Meeting date:

Meeting time:

Meeting venue:

### MEETING INFORMATION

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

## AGENDA

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

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

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

#### OTHER BUSINESS

NEXT MEETING	Next Meeting Date:

**SIGNED ATTENDANCE RECORD**

10.		Signed:
		Signed:
		Signed:
		Signed:
		Signed:
		Signed:
		Signed:
		Signed:
		Signed:
		Signed:
		Signed:
		Signed:
		Signed:
		Signed:
		Signed:
		Signed:
		Signed:
		Signed:
		Signed:
		Signed:

**NOTES**

--	--