

# AGENDA & MINUTES

## MEETING: Health and Safety

Date: **Monday, 10/9/20XX** Time: **11:00am** Location: **Boardroom**

Chairperson: **HS Committee Chairperson** Notetaker/Minutes: **Safety Officer**

Participants Invited: **Worker and Business Representatives, Safety Officer, Wellbeing Officer and First Aid Officer**

Objectives: **(1) Review standing items, (2) Evaluate new WHS issues, (3) Evaluate policies and procedures**

### Agenda

### Minutes

No.	Time	Item	Person Responsible	Points of Discussion	Action	When
1	11:00-11:10am	Welcome and apologies	Chairperson			
2	11:10-11:20am	Review previous minutes	Chairperson			
3	11:20-11:40am	WHS inspection checklist outcomes	Safety Officer Worker representatives			
4	11:40am-12:00pm	Incidents, injuries and near misses review	First Aid Officer			
5	12:00pm- 1:00pm	Wellbeing lunchtime exercise	Wellbeing Officer			
6	1:00pm- 1:30pm	Review of safe work method statements	Safety Officer			
7	1:30pm- 2:00pm	New Business				

### Next Meeting

Date: **Monday, 11/10/20XX** Time: **10:00am** Location: **Boardroom**

#### GUIDELINES FOR MEETINGS:

- Start and finish on time
- Respect others opinions
- Follow up on the actions assigned
- Stick to the agenda
- Actively participate
- Turn off phones