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| --- | --- | --- | --- |
| Date: |  |  | Attendees: |
| Location: |  |
| Distribution: | * OHS Notice Board
* Intranet
* Health and Safety Committee members
* Workplace Manager and/or Management OHS Nominee
* OHSMS Documentation File
 |  | Apologies: |

Agenda

Below are suggested agenda items – modify as required and save as standing agenda template

1. Welcome and apologies
2. Review of previous minutes
3. Workplace Inspection Checklist outcome review
4. Incidents or injuries since last meeting
5. OHS Activities Calendar progress review
6. Reports on OHS issues
7. OHSMS implementation status update
8. Contractor compliance to OHS management system
9. Upcoming Contractor works
10. Review of Safe Work Procedures (SWP)/Risk Assessments
11. Review of OHS Purchasing Checklists (e.g. new chemicals, plant and equipment etc)
12. Legislation changes
13. New business

Next meeting to be held on: **Insert time, date and location**

Health and Safety Committee Chairperson Signature: .................................................

Workplace Manager and/or Management OHS Nominee Signature: ....................................

Minutes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item No. | Discussion Points and Action Items | By Who | By When | Date Completed |
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***Health and Safety Committee*** *to maintain original completed forms.* ***Workplace Manager*** *and/or* ***Management OHS Nominee*** *to maintain copies.*