#  Template, WHS Committee Meeting Agenda



**Meeting Agenda**

**(Campus Name) WHS Committee**

Date: 10:00-11.30, Wednesday 9th June 2016

Location: Building XYZ

Attendees:

Apologies:

|  |  |  |
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| **Time** | **Agenda Item** | **Facilitator**  |
| **Insert time**  | **Welcome, Apologies** | Chair  |
| **Insert time** | **Minutes from Last Meeting**  | Chair  |
| **Insert time** | **Action Log Status**  | Chair  |
| **Insert time** | **Report of WHS Inspection Conducted**  | Relevant WHS Committee Member  |
| **Insert time** | **Volunteers Required:** Two Members (can include HSRS on Committee) are Required to Conduct a WHS Inspection  | Chair |
| **Insert time** | **Review of WHS incident and Hazard Report and Actions** (submitted since last meeting) *(referencing the* ***riskware*** *Incident and Hazard, and Actions Report)*  | Human Resources WHS Staff Member  |
| **Insert time** | **WHS Management System**Feedback on draft **(insert name of policy, procedure, guideline)** is sought by **<insert date>**  | Human Resources WHS Staff Member |
| **Insert time** | **WHS Management System Updates, incl. Legislative Changes**  | Human Resources WHS Staff Member |
| **Insert time** | **Additional Agenda Item** | WHS Committee Member |
| **Insert time** | **Additional Agenda Item** | WHS Committee Member |
| **Insert time** | **General Business**  | Chair  |
| **Insert time** | **Next Meeting** | Chair  |