# 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:

|  |  |  |
| --- | --- | --- |
| **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 |