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**Meeting Minutes**

**<Campus Name> WHS Committee Minutes**

Date: <insert date>

Location: <insert location>

Attendees: <insert list of attendees names and titles>

Apologies: <insert list of apologies>

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| **Agenda item** | **Facilitator** |
| **Welcome**  **<included details such as whether a new staff or student representative attended the Committee for the first time>** | Chair |
| **Action Log**  See the Action Log for a progress update. | <insert name>/Chair |
| **WHS Incident and Hazard Summary Report and Actions**  Summary of the <insert no> WHS incidents and hazards that were tabled and the corrective actions that were initiated. Further investigation of **hazard/incident** no. <insert number>. **<insert a short description of the hazard>** will be undertaken by **<insert detail of relevant position title and name>** to ensure that this risk is managed. | <insert name>/Chair |
| **WHS Management System**  Feedback on **<insert name of policy, procedure, guidelines>** was received from Members. The following feedback will be reviewed by Human Resources prior to the release of this document. | <insert name>/Chair |
| **WHS Inspection Report**  **<A high level summary of issues resolved and to be actioned>** | <insert name>/Chair |
| **The Next WHS Inspection**  The inspection will be conducted by <inspect names of two Members> who will inspect <including **location details>.** | <insert name>/Chair |
| **Workplace changes: WHS Management System Changes and or Legislative Revisions:**  **<summarise any relevant changes>**  WHS Committee Members are encouraged to share information about these changes with other staff, students and contractors. | <insert name>/Chair |
| **Training Opportunities**  **<Insert details of upcoming training courses and date of course>** | <insert name>/Chair |
| **Additional Agenda Item <name of additional agenda item>**  **<Insert details of any additional agenda item that was discussed>** | <insert name>/Chair |
| **General Business**  **<Insert details of any general business that was discussed>** | <insert name>/Chair |
| **Next Meeting:** **<Insert date of next meeting>** | Chair |

This meetings are placed on Campus Noticeboards and uploaded to the WHS SharePoint site:

[**http://staffspace.acu.edu.au/teams/hr/WHS/SitePages/Home.aspx**](http://staffspace.acu.edu.au/teams/hr/WHS/SitePages/Home.aspx)