



Title: Health & Safety Committee Meeting Minutes

Issue Date: April 2011

Last Reviewed: April 2013

CENTRAL OFFICE USE ONLY

Next Review Date: April 2015

Page Number: 1 of 2

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:



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Workplace Manager and/or Management OHS Nominee Signature:

Minutes

Item No.	Discussion Points and Action Items	By Who	By When	Date Completed
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

Health and Safety Committee to maintain original completed forms. **Workplace Manager and/or Management OHS Nominee** to maintain copies.