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| **Meeting Details** | |
| Meeting date and time: |  |
| Location: |  |
| Secretary: |  |
| Chairperson: |  |
| Meeting Attendees: |  |
| Distribution list | See Appendix 1 |

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| **Standing Agenda Items** |
| 1. Apologies |
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| 1. Confirmation of previous meeting minutes |
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| 1. Actions arising from previous meeting – see actions table, as separate attachment |
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| 1. Information sharing from the WHS Management Group delegate (regarding WHS Management Group activities and feedback on any issues that have been escalated from WHS Work Groups and the WHS Committee) |
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| 1. a. Review of Reports from Human Resource Services (HRS): Hazard Register and corrective actions |
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| 1. b. Review of Reports from Human Resource Services (HRS): Incident/injury reports and corrective actions |
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| 1. c. Review of reports from Human Resource Services (HRS): Others |
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| 1. Identification of training requirements relating to Work Health and Safety |
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| 1. Review of any Work Health and Safety system documents released for consultation |
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| 1. Identification of any known new hazardous equipment or materials on site |
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| 1. New agenda items and general business |
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| 1. Nomination of ‘Safety and Wellbeing Spotlight’ topic to communicated amongst Work Groups |
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| 1. Next Meeting |
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| **Appendix 1: Distribution List for WHS Committee Meeting Minutes** |
| Distribution of the agenda and associated documents shall be circulated to each member of the WHS Committee as follows:   1. the elected HSR/Chairperson from each of the University Work Groups (including the specialist safety groups); 2. Facility Management Services (FMS) Operations Manager; 3. WHS Management Group delegate; 4. WHS Manager; and 5. Human Resource Services (HRS) delegate.   Any guests that attend the WHS Committee meeting, the Vice Chancellor, and the WHS Management Group shall also receive a copy of the WHS Committee minutes, along with all UNE Directors and Heads of Schools. |

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| ***Records Storage Instructions*** |
| *This completed agenda must be recorded in TRIM Container A16/3784. The naming convention must include the date of meeting. Only the HR Team is able to view records in this container.* |