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| **Meeting Details** |
| Work Group name: |  |
| Meeting date and time: |  |
| Location: |  |
| Secretary: |  |
| HSR/Chairperson: |  |
| HSR Deputies: |  |
| 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 (items that remain active are to be inserted in to next agenda).
 |
| **Number** | **Action Required** | **Responsibility** | **Date due** | **Status** |
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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. 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, facilities or materials on site
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| 1. New agenda items and general business
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| 1. ‘Safety and Wellbeing Spotlight’ topic (as nominated by the WHS Committee).
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| 1. Next Meeting
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| 1. Summary of new action items to be carried forward to the next meeting (and included in the next agenda)
 |
| **Number** | **Action required** | **Responsibility** | **Date due** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

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| **Appendix 1: Distribution List for Work Group Meeting Agendas** |
| Work Group 1 | * HSR/Chair, Deputy HSR(s), HSR Nominees
* HASSE (Education & HASS), Business, Law, Yarm Gwanga, Maths & Computer Science, SiMMER, Centre for Local Govt, Centre for Agribusiness
 |
| Work Group 2 | * HSR/Chair, Deputy HSR(s), HSR Nominees
* Oorala, PDVC, Academic Quality, Academic board, VC office, CFO portfolio including FPAS, ABRI, Invetus, UNEP, Legal, Audit & Risk, RP&G, UNE Secretariat & Policy & Governance.
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| Work Group 3 | * HSR/Chair, Deputy HSR(s), HSR Nominees
* Medicine & Health (Health, Psychology & Rural Medicine), Pharmacy, UNE Medical Centre & NEIHR
 |
| Work Group 4 | * HSR/Chair, Deputy HSR(s), HSR Nominees
* ERS, S&T (excluding Maths & Computer Science), CART, AGBU & Smart Farms, Cotton Hub, Rural Futures, Palaeoscience Research Centre, DPI & Archaeology.
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| Work Group 5 | * HSR/Chair, Deputy HSR(s), HSR Nominees
* PVCAI (LaTTe, Student success, Library & Student Grievance) & International
 |
| Work Group 6  | * HSR/Chair, Deputy HSR(s), HSR Nominees
* PVCER (MaPA, ACE, UNE Sydney, Regional study centres)
 |
| Work Group 7 | * HSR/Chair, Deputy HSR(s), HSR Nominees
* COO portfolio, ITD, HRS, Research Services, AARSC & Office of Strategy Management, VC Unit
 |
| Work Group 8 | * HSR/Chair, Deputy HSR(s), HSR Nominees
* Residential & Compass catering
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| Work Group 9 | * HSR/Chair, Deputy HSR(s), HSR Nominees
* UNE Life (HQ, Stro, Café, Safety & Security, Bool collection, The Shop, Belgrave cinema, Tune FM, Student Advocacy & Welfare, SportUNE)
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| Work Group 10 | * FMS
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| Bio Safety Group | UNE Biosafety Officer & representatives from S&T, ERS, CART |
| Hazardous Substances Safety Group | Representatives from all areas using hazardous substances: FMS, S&T, ERS, M&H and CART |
| Radiation Safety Group | UNE Radiation Safety Officer & representatives from all areas using radiation or radioisotopes: S&T, ERS, M&H & CART |

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| ***Records Storage Instructions*** |
| *This completed Minutes record must be recorded in TRIM Container A16/3783 utilising a TRIM license in your School/Business Unit. The naming convention must include the date of meeting and Work Group number/name. Only the HR Team is able to view records in this container.* |