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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** | |
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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. | | 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. | | 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 | | 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) | | Work Group 10 | * FMS | | 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.* |