|  |  |
| --- | --- |
| **Meeting Details** | |
| Work Group name: |  |
| Meeting date and time: |  |
| Location: |  |
| Secretary: |  |
| HSR/Chairperson: |  |
| HSR Deputies: |  |
| HSR Nominees: |  |
| Distribution list | See Appendix 1 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Standing Agenda Items** | | | |
| 1. Apologies 2. Confirmation of previous meeting minutes 3. Actions arising from previous meeting | | | |
| **Number** | **Action required** | **Responsibility** | **Date due** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 1. Review of Reports from Human Resource Services    1. Hazard register and corrective actions    2. Incident reports and corrective actions 2. Identification of training requirements relating to Work Health and Safety 3. Review of any Work Health and Safety system documents released for consultation 4. Identification of any known new hazardous equipment, facilities or materials on site 5. New Agenda Items and General Business | | | |
| **Number** | **Temporary Agenda Item** | **Item Owner** | |
| 8a. |  |  | |
| 8b. |  |  | |
| 8c. |  |  | |
| 1. ‘Safety and Wellbeing Spotlight’ topic (as nominated by the WHS Committee). HSR/Chair to report to the group. 2. Next Meeting | | | |

|  |  |
| --- | --- |
| **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 |

|  |
| --- |
| ***Records Storage Instructions:*** |
| *This completed agenda 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.* |