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| **Meeting Details** |
| Meeting date and time: |  |
| Location: |  |
| Chairperson: |  |
| Secretary: |  |
| Meeting Attendees: |  |
| Distribution list | * Vice Chancellor/CEO
* Chief Operating Officer
* Provost and Deputy Vice Chancellor
* Director of Human Resource Services
* Director of Facilities Management Services
* Director of Residential
* WHS Manager
* Members of the WHS Committee i.e. HSRs, FMS Delegate, HRS Delegate.
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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. 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. Review of any work health and safety system documents and relevant feedback after consultation
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| 1. Review of minutes and action items from the WHS Committee, and feedback from WHS Management Group delegate (that attended most recent WHS Committee meeting).
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| 1. Identification and review of objectives and targets relating to WHS performance
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| 1. Update on Asbestos Management
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| 1. New agenda items and general business
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| 1. Next Meeting
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| ***Records Storage Instructions*** |
| *This completed minute’s record must be recorded in TRIM Container A16/3785. The naming convention must include the date of meeting and “WHS Management Group Minutes”. Only the HR Team is able to view records in this container.* |