

Meeting Agenda

Chaired by: _____

Date: _____

Time meeting commenced: _____

Time meeting concluded: _____

Meeting minutes taken by: _____

Attendees:

Apologies:

Agenda Items:

1. Workplace Health & Safety
• Hazards/accidents reported since last meeting and action taken:
• New WHS compliance information released:
• Discussion: Concerns or unreported incidents:
2.
3.
4.

5.
6.

Next Meeting: