**WHS Committee Meeting Minutes**

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| --- | --- | --- | --- | --- | --- |
| **Venue**  |       | **Date** |  | **Time** |  |
| **Attendees:** |       |
| **Apologies:** |       |

| **Item No:** | **Agenda Item** | **Presenter** | **Discussion Outcomes / Actions** | **By Whom / by When** | **Status** **(Closed Open, Overdue)** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | **Meeting Opening**1.1 Welcome and Apologies1.2 Confirmation of minutes from previous meeting1.3 Business arising from previous meeting |       |       |  |  |  |
| 2 | **Incident Review**2.1 RAPID WHS Data2.2 Serious incidents |       |       |  |  |  |
| 3 | **Performance Review**3.1 RAPID Task Manager (WHS Action Plan)3.2 Work Injury Claims3.3 Rehabilitation / RTW |       |       |  |  |  |
| 4 | **Hazard and Risk Review**4.1 Workplace inspections4.2 Hazard reports4.3 Hazard / risk register review / update4.4 Audit / NCR review |       |       |  |  |  |
| 5 | **Policy / procedure review** |       |       |  |  |  |
| 6 | **WHS programs or initiatives update** |       |       |  |  |  |
| 7 | **Issues raised by workers and others** |       |       |  |  |  |
| 8 | **Training**  |       |       |  |  |  |
| 9 | **General Business** |       |       |  |  |  |
| 10 | **Meeting finalisation**10.1 Review of actions to be taken10.2 Next meeting:      10.3 Meeting close |       |       |  |  |  |