**WHS Committee Meeting Minutes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 Apologies  1.2 Confirmation of minutes from previous meeting  1.3 Business arising from previous meeting |  |  |  |  |  |
| 2 | **Incident Review**  2.1 RAPID WHS Data  2.2 Serious incidents |  |  |  |  |  |
| 3 | **Performance Review**  3.1 RAPID Task Manager (WHS Action Plan)  3.2 Work Injury Claims  3.3 Rehabilitation / RTW |  |  |  |  |  |
| 4 | **Hazard and Risk Review**  4.1 Workplace inspections  4.2 Hazard reports  4.3 Hazard / risk register review / update  4.4 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 taken  10.2 Next meeting:  10.3 Meeting close |  |  |  |  |  |