**WHS MEETING RECORD**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Site / Location** |  | | **Date** | |  |
| **What is the WHS Issue?** | | | | | |
|  | | | | | |
| **Who will be affected or is likely to be affected?** | | | | | |
|  | | | | | |
| **Key issues identified** | | | | | |
|  | | | | | |
| **What decisions have been made and why?** | | | | | |
|  | | | | | |
| **Action** | | **Person Responsible** | | **Date Action to be completed** | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |

|  |  |
| --- | --- |
| **Names of Attendees** | **Position** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |