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