

OHS committee Meeting Agenda
XXXX OHS Committee Meeting No. xx

Name of the Organisation/Unit/Site:

Location of meeting: XX Safety Conference Hall 1 XX

Date of meeting: XX 1st Jan 2024 XX

Time of meeting : XX 900 Hours to 1100 Hours XX

Agenda of OHS Committee Meeting

1.	Apologies
2.	Attendance 1. Name of the Member XXXX – Present / Absent (Chair Person) 2. Name of the Member XXXX – Present / Absent (Secretary) 3. Name of the Member XXXX – Present / Absent 4. Name of the Member XXXX – Present / Absent 5. Other members (If applicable) – Sign on enclosed Attendance List of the Members
3.	Confirmation of minutes from previous meeting: a. Outstanding Issues 1 from Previous OHS committee b. Outstanding Issues 2 from Previous OHS committee c. Outstanding Issues 3 from Previous OHS committee d. Any other outstanding issue (If applicable) e.
4.	Matters arising from minutes <ul style="list-style-type: none">● Review of actions from previous meetings (If applicable)-● Requests or issues to be considered by management (If applicable)● Progress on any internal or external reviews of policies, processes and procedures● Progress on health and safety improvements (If applicable) <put details in here>
5.	Safety Officer / OHS Consultant Report (Regular Report) <ul style="list-style-type: none">● Risk management -(If applicable)● Workplace Safety Inspections (actions arising) -(If applicable)● Audits (Recommendations arising and actions taken) -(If applicable)● Hazard & Incident reports (Corrective/Preventative Action review)- (If applicable)● Staff & Student Induction -(If applicable)● OHS training -(If applicable)● Occupational Health and Wellbeing Report-(If applicable)● Celebrating health and safety success (positive news, results of competitions, etc.)● New Matters arising (If not on this meeting agenda)

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	<ul style="list-style-type: none">● Any Significant changes like New / updated legislation● Any other issue (If applicable)● -
6.	Health & Safety representative/s report (Regular Report) <put details in here> <i>(If applicable)</i>
7.	OHS Plan Review (Regular Report) <Progress made and actions taken towards achieving strategic objectives> <put details in here> <i>(If applicable)</i>
8.	Other business <put details in here> <i>(If applicable)</i>
9.	Meeting Dates (Scheduling next meeting – timing and location) <put details in here>