

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 1<sup>st</sup> Jan 2024 XX

Time of meeting : XX 900 Hours to 1100 Hours XX

## Agenda of OHS Committee Meeting

1.	<b>Apologies</b>
2.	<b>Attendance</b>  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.	<b>Confirmation of minutes from previous meeting:</b>  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. <b>Any other outstanding issue (If applicable)</b> e.
4.	<b>Matters arising from minutes</b>  <ul style="list-style-type: none"><li>Review of actions from previous meetings <b>(If applicable)-</b></li><li>Requests or issues to be considered by management <b>(If applicable)</b></li><li>Progress on any internal or external reviews of policies, processes and procedures</li><li>Progress on health and safety improvements <b>(If applicable)</b></li></ul> <put details in here>
5.	<b>Safety Officer / OHS Consultant Report (Regular Report )</b>  <ul style="list-style-type: none"><li>Risk management <b>-(If applicable)</b></li><li>Workplace Safety Inspections (actions arising) <b>-(If applicable)</b></li><li>Audits (Recommendations arising and actions taken) <b>-(If applicable)</b></li><li>Hazard &amp; Incident reports (Corrective/Preventative Action review)- <b>(If applicable)</b></li><li>Staff &amp; Student Induction <b>-(If applicable)</b></li><li>OHS training <b>-(If applicable)</b></li><li>Occupational Health and Wellbeing Report-<b>(If applicable)</b></li><li>Celebrating health and safety success (positive news, results of competitions, etc.)</li><li><b>New Matters arising ( If not on this meeting agenda)</b></li></ul>

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