

WHS MEETING AGENDA & MINUTES FORM

WHS MEETING DETAILS	
Date	
Time	
Location	
Chair	
Attendees	
Apologies	
Secretary / Minutes	

WHS MEETING AGENDA		
Item	Who	Reference Document
1. Welcome and Apologies		
2. Safety Moment		
3. Minutes From Last Meeting		
4. Actions Taken Following Previous Meeting		
5. WHS Management <ul style="list-style-type: none"> - Hazard / incident reports - Inductions & training - WHS meetings - Emergency management and first aid - Workplace WHS inspections - Reporting and record keeping - Other items 		
6. Any Other Business		
7. Next Meeting		

WHS MEETING AGENDA & MINUTES FORM

WHS MEETING MINUTES	
Item	Discussion & Actions Agreed
1. Welcome and Apologies	
2. Safety Moment	
3. Minutes From Last Meeting	
4. Actions Taken Following Previous Meeting	
5. WHS Management <ul style="list-style-type: none">- Hazard / incident reports- Inductions & training- WHS meetings- Emergency management and first aid- Workplace WHS inspections- Reporting and record keeping- Other items	
6. Any Other Business	
7. Next Meeting	