**CT01 – MEETING AGENDA OUTLINE**

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| **To be Distributed BEFORE the Meeting, and Signed Off AT the meeting** | Team Name: |  | | Current Date: |  |
| Meeting Location: |  | | | |
| Meeting Organiser Name: |  | | | |
| Meeting Date / Time: |  | | | |
|  | | | | |
| **Item Title** | **Item Specifics - Overview** | | | |
| 1. Welcome and Apologies | ***Review*** *and* ***document******attendees*** *and* ***absentees*** | | | |
| 1. Previous Meeting Minutes | ***Review*** *key points / action items from prior meeting minutes* | | | |
| 1. Work Health and Safety | ***What*** *is new? Safety* ***Measurements*** *against* ***objectives****. Incident and hazard* ***reporting****.* ***Policy and Procedure Review. SWMS Review.*** | | | |
| 1. **Compliance Spot Check** | ***SPOT CHECK on WH&S Procedures, such as: Following SWMS / SOP, Use of Risk Assessments, Use of PPE, Keeping to Assigned Safety Areas, Inductions Completed, Hazards Noticed, Incidents etc.*** | | | |
| 1. Other Safety Agenda Items | ***Input*** *from* ***workers*** *regarding safety items* | | | |
| 1. General Business | ***Open forum*** *on any issue related to employee wellbeing / productivity / general business* | | | |
| 1. Next meeting | ***Set*** *date for next meeting* | | | |
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| **Attendance Sign-off (use additional pages if req’d)**  ***All attendees (including organisers) to fill out at the Meeting*** | | | | |
| **Name** | | **Signature** | | |
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