

CT01 – MEETING AGENDA OUTLINE

To be Distributed <u>BEFORE</u> the Meeting, and Signed Off <u>AT</u> the meeting	Team Name:		Current Date:	
	Meeting Location:			
	Meeting Organiser Name:			
	Meeting Date / Time:			
	Item Title	Item Specifics - Overview		
	1. Welcome and Apologies	<i>Review and document attendees and absentees</i>		
	2. Previous Meeting Minutes	<i>Review key points / action items from prior meeting minutes</i>		
	3. Work Health and Safety	<i>What is new? Safety Measurements against objectives. Incident and hazard reporting. Policy and Procedure Review. SWMS Review.</i>		
	4. Compliance Spot Check	<i>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.</i>		
	5. Other Safety Agenda Items	<i>Input from workers regarding safety items</i>		
	6. General Business	<i>Open forum on any issue related to employee wellbeing / productivity / general business</i>		
	7. Next meeting	<i>Set date for next meeting</i>		
	Attendance Sign-off (use additional pages if req'd) <i>All attendees (including organisers) to fill out at the Meeting</i>			
	Name		Signature	