**CT02 – MEETING MINUTES FORM**

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| Team Name: |  | | | | Meeting ID:  Admin use only | | |  |
| Meeting Location: |  | | | | | | | |
| Date / Time: |  | | | | | | | |
| Meeting Organiser: |  | | | | | | | |
| Attendees:  *(who is present)* |  | | | | | | | |
| Apologies:  *(who couldn’t be here)* |  | | | | | | | |
|  | | | | | | | | |
| Agenda Item | *What* was **Discussed**?  *What* was **Decided**? | | | **Who** will do this? | | **When** will this be done? | | |
| 1. Welcome and Apologies | ***Review*** *and* ***document*** *attendees and absentees* | | |  | |  | | |
| 1. Minutes from Previous Meetings | ***Present*** *minutes from prior meeting* | | |  | |  | | |
| 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.*  ***Who checked*** *(i.e. All?)***:**  ***Notes*** *(i.e. Improvements to be made)****:*** | | |  | |  | | |
| Agenda Item | *What* was **Discussed**?  *What* was **Decided**? | | | **Who** will do this? | | **When** will this be done? | | |
| 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* | | |  | |  | | |
|  | | | | | | | | |
| Meeting Facilitator Signature: | |  | Minutes Distributed Date: | | | |  | |
| Minutes **Distribution** List: | | *All attendees and apologies*  *General Manager – Daniel Glasow*  *WH&S Officer – Neeraj Shah*  *Technical Services Manager – William Bond*  *Publicly Displayed – i.e. Safety Notice Board*  *Other:* | | | | | | |