

CT02 – MEETING MINUTES FORM

Team Name:		Meeting ID:	
Meeting Location:			
Date / Time:			
Meeting Organiser:			
Attendees: <i>(who is present)</i>			
Apologies: <i>(who couldn't be here)</i>			
Agenda Item	What was Discussed? What was Decided?	Who will do this?	When will this be done?
1. Welcome and Apologies	<i>Review and document attendees and absentees</i>		
2. Minutes from Previous Meetings	<i>Present minutes from prior meeting</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. Who checked (i.e. All?): Notes (i.e. Improvements to be made):</i>		

Agenda Item	What was Discussed? What was Decided?	Who will do this?	When will this be done?
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>		

Meeting Facilitator Signature:		Minutes Distributed Date:	
Minutes Distribution List:	<i>All attendees and apologies</i> <i>General Manager – Daniel Glasow</i> <i>WH&S Officer – Neeraj Shah</i> <i>Technical Services Manager – William Bond</i> <i>Publicly Displayed – i.e. Safety Notice Board</i> <i>Other:</i>		