**WORK HEALTH SAFETY COMMITTEE AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| Date/Time: |  | | |
| Location: |  | | |
| Attendees: |  | | |
| Apologies: |  | | |
| Secretary: |  | | |
| **Item No:** | **Agenda Item** | **Person Responsible** | **Actions** |
| 1 | Welcome and Apologies |  |  |
| 2 | Confirmation of Minutes from Previous Meeting |  |  |
| 3 | Business Arising from Previous Meeting |  |  |
| 4 | Correspondence e.g. Safety Bulletin, SafeWork SA, Legislative and Procedural changes |  |  |
| 5 | Internal/External Audits/Non Conformance Reports |  |  |
| 6 | Data Analysis   1. Health and Safety Incidents 2. Hazards 3. Task Manager |  |  |
| 7 | ReturntoWork SA |  |  |
| 8 | Training Programs: |  |  |
| 9 | Project Updates: |  |  |
| 10 | Other Business: |  |  |
| 11 | Next Meeting: |  |  |