

Level 3 HSC Agenda - HS635

FACULTY/ DIVISION {insert name}
SCHOOL/ CENTRE/ UNIT {insert name}

Date	
Time	
Place	
Agenda Distribution	{list names}
Preparation Notes	{add notes here such as requirements for HSC members to read previous minutes or reports, consult with their constituents on specific matters, etc.}
Agenda Item	Report from
1. Welcome and Apologies	Chairperson
2. Approval of Minutes from previous meeting held {insert date and time}	Chairperson
3. Action items and matters arising from the previous meeting 3.1 ...	{insert name of person responsible for each item}
4. Communication In and Out <ul style="list-style-type: none"> Examples may include: <ul style="list-style-type: none"> 4.1 Minutes from L1/L2 HSC 4.2 Review of procedures and guidelines 4.3 Communication from Health and Safety Contact 4.4 Emails from workers/students about health & safety issues/hazards. 	Chairperson or Secretary
5. Review of Hazards & Incidents Reported Items to discuss: <ul style="list-style-type: none"> 5.1 Summary of any injuries/hazards reported for school/unit 5.2 Any injuries resulting in Workers Comp claims or time off work? 5.3 Any investigations into incidents? 5.3 Progress on closing Corrective Actions from online reporting system 	Update from each workgroup representative
6. Workplace Inspections <ul style="list-style-type: none"> 6.1 Progress on completion of School/Unit Workplace Inspections 6.2 Progress on completion of Electrical testing and tagging schedule 6.3 Progress on completion of Inspection, testing, and monitoring schedule 	Update from each workgroup representative
7. WHS Training Update <ul style="list-style-type: none"> 7.1 Progress on new workers who have completed mandatory WHS training 7.2 Progress on existing workers – outstanding mandatory WHS training 7.3 Progress on completion of “Supervisor’s training” 7.4 Any other training needs 	Update from each workgroup representative

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8. First aid, Emergency and Security Arrangements Review availability of First Aid Officers and Fire Wardens in all work areas.	Update from each workgroup representative
9. Changes to Workplace For example: 10.1 Any health & safety issues/concerns raised due to planned refurbishments or current refurbishments? 10.2 Legislation Updates	Update from each workgroup representative Management Rep
10. Environmental matters	
11. New business/Business without notice 11.1	All
12. Next meeting and future dates for the year	Chairperson
13. Close of Meeting	Chairperson

Office Bearers:

{Insert name}
HSC Chairperson (x5xxxx)

