# Minutes

## [School/workplace] Health, Safety and Wellbeing Committee [year]

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| --- | --- |
| Date/time: | Location: |
| Chair: | **Secretariat:** |
| Members/attendees: | **Apologies:** |

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| --- | --- | --- | --- |
| Agenda item | Discussion/outcomes | Lead action officer | Due date |
| 1. Meeting opening   * 1. Welcome and apologies   2. Previous minutes      1. Confirmation      2. Business arising |  |  |  |
| 2. Information from Region HSW Committee |  |  |  |
| 3. Performance review  3.1 Annual Safety Assessment (Action Plan Status Update)  3.2 Injury Management data (new incidents/injuries and trends)  3.3 WorkCover Claims information |  |  |  |
| 4. Incident Review  4.1 MyHR WHS data (incidents)  4.2 Serious incidents and actions taken  4.3. WHSQ Enforcement Notices |  |  |  |
| 5. Hazard and Risk Review  5.1 Annual Safety Assessment (ASA)  5.2 Inspection outcomes  5.3 Internal Audit Reports  5.4 Infrastructure projects  5.5 Procurement  5.6 Hazards/risk register – review and update |  |  |  |
| 6. Regulatory/Legal issues  6.1 Common Law Claims/WHSQ issues |  |  |  |
| 7. HSW programs or initiatives update  7.1 Wellbeing program, Health and Safety, Injury Management updates. |  |  |  |
| 8. Issues raised by staff, students, community |  |  |  |
| 9. General Business |  |  |  |
| 10. Items to be escalated to Region HSW Committee (see next page) |  |  |  |
| 11. Meeting finalisation  11.1 Review of actions to be taken  11.2 Next meeting:  11.3 Meeting close | Noting |  |  |

## From item 10 – issues that can be escalated to Regional HSW Committee

1. **Serious incidents**

* Details of incidents
* Relevance to other regions/state
* Actions taken to date – including corrective actions
* Recommended solutions/further actions
* Request to Regional HSW Committee – decision/advice/further investigation

1. **Hazard/risk/issues**

* Details of incidents
* Relevance to other regions/state
* Actions taken to date – including corrective actions
* Recommended solutions/further actions
* Request to Regional HSW Committee – decision/advice/further investigation

1. **Regulatory actions**

* Details and response (closed or current)
  + Prohibition, improvement or infringement notices; WHSQ actions
* Potential relevance to other regions/state.

### A summary of decisions and actions is provided below:

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| --- | --- | --- | --- |
| Agenda item number | Decisions and actions | Lead action officer | Due date |
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