



**Title: Staff Meeting Agenda**

**Issue Date: April 2011**

**Last Reviewed: April 2013**

**Next Review Date: April 2015**

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**Page Number: 1 of 2**

**Date:**

**Attendees:**

**Location:**

**Distribution:**

- OHS Notice Board
- Intranet
- Workplace Manager and/or Management OHS Nominee

**Apologies:**

**Agenda**

Below are suggested agenda items – modify as required and save as workplace template

- 1. Welcome**
- 2. Review of previous staff meeting minutes**
- 3. Review of recently reported hazards or incidents**
- 4. Upcoming training requirements**
- 5. Any current safety issues**
- 6. Other business**

**Next meeting to be held on: Insert time, date and location**

**Manager Signature:**



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**Minutes**

<b>Item No.</b>	<b>Discussion Points and Action Items</b>	<b>By Who</b>	<b>By When</b>	<b>Date Completed</b>
1.				
2.				
3.				
4.				
5.				
6.				

*Workplace Manager and/or Management OHS Nominee to maintain completed forms.*