# Regional Health, Safety and Wellbeing Committee

# Meeting Agenda

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| **Chair** | *[Regional Director or appropriate delegate with decision-making authority]* |
| **Time & date** | *[Start time – Finish time], Day, Date* |
| **Location** | *[Room, Floor, Building, Virtual (\*denotes virtual attendance)]* |
| **Secretariat** | *[Position Title]* |
| **Members/ Attendees** | *[Name, position title + work group represented (if applicable)]* |
| **Apologies / Proxy** | *[Name, position title + work group represented (if applicable); Name of proxy, position title]* |
| **Guests** | *[List observers/guests approved by Chair to attend meeting]* |

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| **Item # and Description**  *[DO NOT DELETE items or guidance notes; if item is not discussed mark item as NA]* | **Sponsor** | **Action**  *[e.g., approve,*  *update, noting, discussion, endorsement]* | **Paper circulated Y/N**  *[CM Ref if applicable]* |
| 1. **Meeting opening**    1. Welcome and apologies    2. Acknowledgement of Country    3. Declaration of [conflict of interests](https://intranet.qed.qld.gov.au/Services/Procurement_Purchasing/Purchasingandprocurementinstructions/conflictofinterest) [Conflicts of interest are mandatory for all committees to note and complete at each meeting]    4. Safety share |  |  |  |
| 1. **Previous meeting** [Previous meeting minutes should be accepted as a true and accurate record of events, and action owners should advise completion or status of assigned actions]    1. Endorse minutes    2. Review Outcome Register (decisions/actions)   [Refer to Appendix A – Minutes template]   * 1. Out-of-session items |  |  |  |
| 1. **Information from the HSW Executive Committee cascade**    1. Refer to committee packs and speaking notes    2. Update on previous issue escalation [If applicable] |  |  |  |
| 1. **Performance Review**     1. Health, Safety and Wellbeing Scorecard       1. Annual Safety Assessment (ASA) [Completion rates]       2. Workplace/school committees   [Registrations; meeting frequency rates]   * 1. Injury management   [Review of data and trends]   * 1. WorkCover   [Review of data] |  |  |  |
| 1. **Incident Review**    1. MyHR WHS data   [Review of incidents, trends]   * 1. Significant incidents and actions taken   [Including all Class 1, 2 and 3 incidents] |  |  |  |
| 1. **Hazard and Risk Review**     1. Escalated risks from Workplace (including school) HSW Committee    2. Audit Reports    3. Infrastructure projects    4. Procurement    5. Risk register – review and update hazards including psychosocial risks |  |  |  |
| 1. **Regulatory/Legal Issues**    1. Workplace Health and Safety Queensland (WHSQ) interaction including Enforcement Notices issued    2. Common law claims |  |  |  |
| 1. **HSW programs and initiatives update**    1. Regional wellbeing program    2. Other HSW initiatives |  |  |  |
| 1. **General business**   [Insert items for discussion/decision provided to the Secretariat prior to the meeting. New business for decision should not be brought before a meeting without notice. Where an item is sought to be included at short notice all attendees must consent to the item being included] |  |  |  |
| 1. **Other business**   [Insert HSW matters raised by any other person not already addressed by previous items] |  |  |  |
| 1. **HSW issues to be escalated to the DoE HSW Executive Committee**   [Refer to the Issues Resolution Model in committee guideline to determine what is required to escalate unresolved issues] |  |  |  |
| 1. **Meeting finalisation**    1. Review of actions to be taken    2. Next meeting: [Proposed date, time, location]    3. Meeting close: [Time] |  |  |  |

**NB: Delete red text guidance notes on completion. *DO NOT DELETE an item. If not discussed mark item as NA.***

**Confidentiality**

Committee members must adhere to the Code of Conduct in relation to confidentiality of matters discussed by the Committee. Confidentiality protocols may apply for selected agenda items. Papers marked ‘confidential’ are not to be circulated beyond the Committee membership.