# Workplace (including School) Health, Safety and Wellbeing Committee

# Meeting Agenda

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| **Chair** | *[Principal, Officer-in-Charge, 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** |
| 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 and wellbeing 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 |  |  |  |
| 1. **Performance Review**     1. Annual Safety Assessment (ASA) [Provide status update on Action Plan]    2. Chemical management plan progress |  |  |  |
| 1. **Incident Review**    1. MyHR WHS incident entries since last meeting   [Trends, high frequency, all classes]   * 1. Significant incidents and actions taken [Including all Class 1, 2 and 3 incidents]   2. Injury Management Data (new illness /injury trends)   [Do not discuss specific cases here] |  |  |  |
| 1. **Hazard and Risk Review**     1. Inspection and maintenance outcomes    2. Internal audit reports    3. Infrastructure projects    4. Procurement - upcoming    5. Risk register – review and update hazards including psychosocial risks   [Significant risks specific to the workplace/school must be discussed. This includes risks associated with fixed workplace machinery (FWM) and other plant types; the operation of industrial and technologies design (ITD) workshops and/or other higher risk practical areas. The annual inspection of FWM (through the [Service Maintenance Program](https://intranet.qed.qld.gov.au/Services/facilities/asset-management/education-management/school-maintenance/Pages/service-maintenance.aspx)) and required actions are also to be discussed] |  |  |  |
| 1. **Regulatory/Legal Issues**    1. Workplace Health and Safety Queensland (WHSQ) interaction including Enforcement Notices issued |  |  |  |
| 1. **HSW programs and initiatives update**    1. Staff Wellbeing Program    2. Other HSW initiatives |  |  |  |
| 1. **New business (with notice)**    1. Health and safety representative/s    2. Health and safety advisor/s    3. Rehabilitation and return to work coordinator/s    4. Other committee members   [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 employees, students, parents/caregivers, members of the public, work experience students and/or any other person not already addressed by previous items] |  |  |  |
| 1. **HSW issues to be escalated to the Regional HSW 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.