XXX MEETING MINUTES No. xx

Meeting date: insert date here

Meeting time: insert time here

Meeting venue: insert venue here

**MEETING INFORMATION**

|  |  |
| --- | --- |
| ATTENDEES |  |
| * Insert name here (click ‘enter’ to add more entries) | * Insert name here (click ‘enter’ to add more entries) |
| APOLOGIES |  |
| * Insert name here (click ‘enter’ to add more entries) | * Insert name here (click ‘enter’ to add more entries) |
| MINUTES OF PREVIOUS MEETING  Attach or link previous meeting minutes |  |
| CONFIRMATION OF MINUTES OF PREVIOUS MEETING  Confirmed by:  Seconded by: |  |

**ACTION ITEMS**

|  |  |  |
| --- | --- | --- |
| TOPIC | RESPONSIBILITY | TIMELINE |
| List item here (click ‘enter’ to add more entries) | Insert name here | Insert date here |
| List item here (click ‘enter’ to add more entries) | Insert name here | Insert date here |
| List item here (click ‘enter’ to add more entries) | Insert name here | Insert date here |
| List item here (click ‘enter’ to add more entries) | Insert name here | Insert date here |

**DISCUSSION**

|  |  |
| --- | --- |
| ITEM | TOPIC |
| 1. | SAFETY OFFICER/S REPORT   * List item here (click ‘enter’ to add more entries) |
| 2. | SPECIALTY OFFICER/S REPORT   * List item here (click ‘enter’ to add more entries) |
| 3. | HEALTH & SAFETY REPRESENTATIVE/S REPORT   * List item here (click ‘enter’ to add more entries) |
| 4. | OHS PLAN REVIEW   * List item here (click ‘enter’ to add more entries) |
| 5. | OHS PERFORMANCE   * List item here (click ‘enter’ to add more entries) |
| 6. | BUILDING CONSTRUCTION AND/OR REFURBISHMENT   * List item here (click ‘enter’ to add more entries) |
| 7. | OHS CONSULTANT/ADVISOR REPORT  List item here (click ‘enter’ to add more entries) |
| 8. | HEALTH & WELLBEING REPORT  List item here (click ‘enter’ to add more entries) |
| 9. | LABORATORY/RESOURCE MANAGER REPORT (if applicable)  List item here (click ‘enter’ to add more entries) |

**NOTES AND OTHER INFORMATION**

|  |  |
| --- | --- |
| INSERT TOPIC HEADING   * List item here (click ‘enter’ to add more entries) |  |
| NEXT MEETING  Insert details of next meeting here |  |