**[Insert entity]**

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| --- | --- |
| **Date** | [Publish Date] |
| **Time** | [Enter text] |
| **Venue** | [Enter text] |
| **Subject** | [Subject] |
| **Attendees** | [Enter text] |
| **Apologies** | [Enter text] |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item.** | **Agenda Item** | **Responsible** | **Action** |
|  | Welcome/ Apologies |  | Note |
|  | Acknowledgement of Country |  | Note |
|  | Acceptance of previous meetings |  | Note |
|  | Outcomes from actions of previous meetings |  |  |
| **4.1** <list items here> |  | Discussion |
| **4.2** <list items here> |  | Discussion |
|  | Standing Agenda Items |  |  |
| **5.1** Incident review – injuries/illnesses/near misses |  | Note |
| **5.2** Hazard reporting |  | Note |
| **5.3** New/review any HSW policy/procedure/guideline |  | Discussion |
| **5.4** HSW audits / inspection programs |  | Note |
| **5.5** HSW communications (include safety notices, new/revised legislative updates) |  | Note |
| **5.6** Risk register updates |  | Discussion |
| **5.7** HSW operational plan and HSW goals - progress |  | Discussion |
| **5.8** Proposed significant work changes |  | Discussion |
| **5.9** Proposed significant plan/equipment purchases |  | Discussion |
| **5.10** HSW Division updates |  | Note |
| **5.11** Reports from associated HSW Committees and relevant sub-committees |  | Note |
| **5.12** HSW issues raised by staff |  | Discussion |
| **5.13** Dispute resolution discussion |  | Discussion |
|  | Any new items (Business Arising) |  |  |
|  | **6.1** <list items here> |  | Discussion |
|  | **6.2** <list items here> |  | Discussion |
|  | Close meeting  Next meeting – date |  | Note |