

# XXX AREA OHS COMMITTEE

## Example AGENDA

Date:

Meeting: XX of 4 for 2007

### Agenda Items –

1. Minutes of the previous meeting
2. Committee membership
3. Outstanding action items and unresolved matters
4. OHS network reports (reports from the RACLO, OSLO, First aiders, emergency wardens)
5. Incident and hazard reports (don't include names, only details that allow the significance and preventive actions to be taken)
6. Audit/inspection reports
7. Correspondence - OHS Branch reports, including –
  - o audits,
  - o inspections,
  - o new and revised policies and procedures
  - o emails, hazard alerts and other
8. Quarantine issues (if relevant)
9. Radiation issues (if relevant)
10. Gene Technology issues (if relevant)
11. Biological hazard issues (if relevant)
12. Chemical hazard issues (if relevant)
13. Proposed or new processes and procedures to be undertaken by the area and discussion of hazards and risk management processes
14. Induction issues for new staff and students
15. Issues of concern
16. Any other business

Next meeting date: