

Health and Safety Committee Meeting

You can use the following agenda template:

- to keep track of issues from meeting to meeting
- as a template for writing up the minutes
- to publicise meeting dates and times
- to publicise issues to staff
- as a template for reports to the early learning organisation's board/governance
- if you need to report back to your PCBU.

Health and Safety Committee

Meeting to be held on [date] in [location]

Agenda

1. Present
2. Apologies
3. Minutes of last meeting (circulated before the meeting)
4. Matters arising (if not on this meeting agenda)
5. Regular reports from (if applicable):
 - » management
 - » health and safety representative
 - » health and safety coordinator, if applicable
6. Outstanding issues from previous meetings
7. Review of actions from previous meetings
8. Requests or issues to be considered by management
9. Progress on any internal or external reviews of policies, processes and procedures
10. Progress on health and safety improvements
11. Scheduling next meeting – timing and location