



GOULBURN CLUB WHS COMMITTEE

TIME DAY DATE YEAR

Location

Attendees: First Surname

Apologies: First Surname

AGENDA

- 1 **Welcome and introductions**
- 2 **Minutes of the previous meeting – *accept or amend***
- 3 **Standing items of business**
 1. Building occupancy - *discuss any changes in use of building or activities.*
 2. Hazard inspection checklist - *discuss any progress on defects noted in previous inspection.*
 3. Hazardous areas and/or dangerous goods. – *identify any new products, review where stored.*
 4. Building alterations and/or construction work – *discuss the nature of the work and likely impact on WHS. Do new SWMS need to be written?*
 5. People with disabilities – *discuss any special procedures established for patrons who require assistance.*
 6. Review/update the WHS Manual
 7. Training – *training for Chief Wardens and Deputy Wardens.ie all volunteers. Identify outstanding training requirements.*
 8. WHS training – *Review training register and identify new volunteers who require training. Schedule next training day and set agenda for items to include.*
- 4 **Correspondence:**
- 6 **Date/time of next training exercise:**
- 7 **New business:**
- 8 **Next meeting:**