

Local WHS Committees Recommended Standard Agenda Items

To ensure Work Health and Safety mid-year and annual reporting requirements are met, it is recommended the following agenda items form part of the standard agenda at each local WHS Committee meeting. Outcomes of these discussions should be minuted for use as part of the Due Diligence reporting evidence and distributed to members.

Standard Agenda Items

- Feedback from other Committees and meetings as relevant:
 - University Work Health and Safety Committee, Radiation Biosafety Hazardous Substances Committee and Emergency Planning Committee
 - School Executive / Service Centre Management meetings
 - External parties i.e. WorkSafe other regulators, relevant industry groups
- Report reviews
 - Hazard and Maintenance reports (QFM)
 - Quarterly Performance Indicator report
 - School/Centre RBHSC related Health and Safety Hazard Risk Assessments (Quarterly)
 - WHS Legal Updates and Safety Alerts
 - Emergency evacuations drills
- Local WHS Targets and Measures
 - Consultation on development of health and safety targets and measures
 - Review progress against targets
 - Discuss and assign actions to address situations where targets may not be met
- Local WHS Committee Improvement Plan
 - Consultation on plan content and updates
 - Review progress against plan items and document status quarterly
 - Discuss barriers for resolution and assign actions where relevant
- Incident and Hazard Management
 - Discuss incidents and hazards occurring/reported since last meeting (see Riskware Incident and Hazard Register)
 - Review incidents and hazards with overdue tasks in Riskware (report available)
 - Review incidents and hazards in riskware with no action plan (report available)
- Workplace Inspections
 - Schedule workplace inspections and monitor progress of against schedule
 - Outstanding actions from workplace inspection
 - Any items/hazards identified for inclusion in the Hazard Risk Register (HRR)
- Health and Safety Risk Management
 - Review Risk Assessments
 - submitted since the previous meeting (refer to the WHS Risk Register)
 - awaiting approval (report available)
 - overdue tasks (report available)
 - Hazard Risk Register status – including edits where required, review of outstanding actions and planning for next review.
- Workers' Compensation Funding Returns
 - Plan for future allocation of funding / review requests for funding
 - Track actions/tasks with allocated funding
 - Complete Workers' Compensation funding report (annual)
- Health and Safety training compliance and coverage
 - Induction, HS for Leaders

- Health & Safety Representatives
- First aiders, first aid kits and Mental Health First Aiders
- Fire Wardens
- Responsible Officers
- Other School/Centre specific training

- Review of general health and safety requirements:
 - ECU COVID-19 Safety Plan
 - Ergonomic/Manual Handling reviews
 - Electrical testing and tagging compliance
 - Integration of health and safety principles into School/Service Centre Operational Plans
 - Completion of Due Diligence Checklist
 - Annual Workplace Chemical Audit completion
 - Review of ECU WHS policies/guidelines/procedures, processes (new or updated)
 - Health promotion activities (including the Live Life Longer Program) and EAP
 - Any other health and safety matters requiring attention such as hazard resolution, new or changed/intended changes to equipment, infrastructure, personal protective equipment, process etc

Please note that this is not an exhaustive list and additional agenda items deemed relevant by the local Work Health and Safety Committee may also be included.