

**University Work Health and Safety Committee
Recommended Standard Agenda Items**

The following are the Standard Agenda Items recommended for University Work health and Safety Committees and should be read in conjunction with the [University WHS Consultative Committees Procedure](#):

Preliminary Matters

- Welcome and acknowledgement of country,
- Membership review – attendance, apologies and quorum
- Confirmation of previous meeting minutes
- Review of outstanding action items

Items for Discussion or Noting

- Reports from any Working Groups of the Committee or received from other Committees
- Reports from areas with responsibility for components and key roles of ECU's WHS management system:
 - Enterprise Risk and critical incident management
 - Emergency Management
 - Contractor Management
 - Radiation Biosafety and Hazardous Substance Committee
- Review of issues which have followed the [University's Hazard Resolution Procedure](#) and remain unresolved.
- Reports, discussion and consultation, where relevant, on any University-wide WHS related initiatives and activities, such as:
 - ECU WHS Improvement Plan
 - COVID Safety Plan
 - City Campus development
 - Wellness Program
 - Mental Health Strategy
- Review of performance against University WHS targets, significant incidents and any regulator interaction
- Update on key WHS regulatory changes and cases
- Review of new or updated WHS management documentation
- Items raised by members on behalf of local WHS Committees.