

University Work Health, Safety & Wellbeing Committee Recommended Agenda Items

The following are the Standard Agenda Items recommended for University Work Health, Safety and Wellbeing Committees and should be read in conjunction with the [University WHS&W 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&W 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&W related initiatives and activities, such as:
 - ECU WHS Improvement Plan
 - COVID Safety Plan
 - City Campus development
 - Wellbeing Action Plan and Central Initiatives.
- Review of performance against University WHS&W targets, significant incidents and any regulator interaction.
- Tracking of open actions from significant incident investigations.
- Update on key WHS regulatory changes and cases.
- Review of new or updated WHS&W management documentation.
- Items raised by members on behalf of Local WHS&W Committees.