Staff Meeting Agenda (WHS Component)

| Date: | Time: |
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| Date. | mine. |

- 1. Incident reports, any near misses, hazards identified
- 2. Inspection reports
- 3. New/revised polices and procedures
- 4. WHS training
- 5. Planned changes workplace/work processes/equipment
- 6. Review completed risk assessments
- 7. Any hazards OHS challenge of the week
- 8. Other items