# Workplace (including School) Health, Safety and Wellbeing Committee

Meeting Minutes

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| **Date** | *Day, Date* | **Time** | *[Start time – Finish time]* |
| **Location** | *[Room, Floor, Building, Virtual (\*denotes virtual attendance)]* | | |
| **Attendees (including Guests)** | *[Name, position title + work group represented (if applicable)]* | | |
| **Apologies / Proxy** |  | | |
| **Chair** |  | | |
| **Secretariat** |  | | |



Reviewed February 2024 V2.  
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| **Item # and Description**  *[DO NOT DELETE items or guidance notes; if item is not discussed mark item as NA]* | **Discussion / outcomes**  *[e.g., Decision/Action includes approve, update, noting, discussion, endorsement]* | **Responsible officer & due date** |
| 1. **Meeting opening**    1. Welcome and apologies    2. Acknowledgement of Country    3. Declaration of [conflict of interests](https://intranet.qed.qld.gov.au/Services/Procurement_Purchasing/Purchasingandprocurementinstructions/conflictofinterest) [Conflicts of interest are mandatory for all committees to note and complete at each meeting]    4. Safety and wellbeing share | The Chair opened the meeting.  The Chair noted apologies from:  The Chair noted a quorum was present.  The Chair gave the Acknowledgement of Country.  The Chair asked members to disclose any conflicts of interest INSERT if any declarations made by members/guests  The Chair invited members and guests to make a health, safety or wellbeing share INSERT the HSW share and any following discussion or action |  |
| 1. **Previous meeting** [Previous meeting minutes should be accepted as a true and accurate record of events, and action owners should advise completion or status of assigned actions]    1. Endorse minutes    2. Review Outcome Register (decisions / actions)   [Refer to Appendix A]   * 1. Out-of-session items | Actions from previous minutes of DATE were discussed/noted.  Members endorsed the meeting minutes of DATE as a true and accurate record.  Members reviewed the decisions/outcomes register INSERT UPDATE. |  |
| 1. **Information from the HSW Executive Committee cascade**    1. Refer to Committee packs and speaking notes    2. Update on previous issue escalation (if applicable) | The Chair shared information from the HSW Executive Committee cascade [refer to speaking notes] |  |
| 1. **Performance Review**     1. Annual Safety Assessment (ASA) [Provide update on Action Plan]    2. Chemical management plan progress |  |  |
| 1. **Incident Review**    1. MyHR WHS incident entries since last meeting   [Trends, high frequency, all classes]   * 1. Significant incidents and actions taken [Including all Class 1, 2 and 3 incidents]   2. Injury management data (new illness /injury trends)   [Do not discuss specific cases here] |  |  |
| 1. **Hazard and Risk Review**     1. Inspection and maintenance outcomes    2. Internal audit reports    3. Infrastructure projects    4. Procurement - upcoming    5. Risk register – review and update hazards including psychosocial risks   [Significant risks specific to the workplace/school must be discussed. This includes risks associated with fixed workplace machinery (FWM) and other plant types; the operation of industrial and technologies design (ITD) workshops and/or other higher risk practical areas. The annual inspection of FWM (through the [Service Maintenance Program](https://intranet.qed.qld.gov.au/Services/facilities/asset-management/education-management/school-maintenance/Pages/service-maintenance.aspx)) and required actions are also to be discussed] |  |  |
| 1. **Regulatory/Legal Issues**    1. Workplace Health and Safety Queensland (WHSQ) interaction including Enforcement Notices issued |  |  |
| 1. **HSW programs and initiatives update**    1. Staff Wellbeing Program    2. Other HSW initiatives |  |  |
| 1. **New business (with notice)**    1. Health and safety representative/s    2. Health and safety advisor/s    3. Rehabilitation and return to work coordinator/s    4. Other committee members   [Insert items for discussion/decision provided to the Secretariat prior to the meeting. New business for decision should not be brought before a meeting without notice. Where an item is sought to be included at short notice all attendees must consent to the item being included] |  |  |
| 1. **Other business** [Insert HSW matters raised by employees, students, parents/caregivers, members of the public, work experience students and/or any other person not already addressed by previous items] |  |  |
| 1. **HSW issues to be escalated to the Regional HSW Committee** [Refer to the Issues Resolution Model in committee guideline to determine what is required to escalate unresolved issues] |  |  |
| 1. **Meeting finalisation**    1. Review of actions to be taken    2. Next meeting: [proposed date, time, location]    3. Meeting close: [time] | The Chair reviewed all outcomes from items tabled at this meeting and ensured delegation to appropriate Responsible Officer and timeframes were noted and agreed to by members.  The Chair advised the next meeting was to be held DATE, TIME and LOCATION  The Chair declared the meeting closed at TIME. |  |

**When uploading record to MyHR WHS, please ensure that the word ‘minutes’ is included in the title.**

**NB: Delete red text guidance notes on completion. *DO NOT DELETE an item. If not discussed mark item as NA.***

Appendix A: Outcome Register

From item 2 - A summary of decisions and actions is provided below:

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| --- | --- | --- | --- |
| **No.** | **Decisions and actions**  *[Approved, noted, endorsed]* | **Responsible officer** | **Due date** |
| 1. | [Review and update roles](https://intranet.qed.qld.gov.au/Services/HumanResources/payrollhr/healthwellbeing/Documents/set-up-your-location-screen.pdf) on MyHR WHS Location page |  |  |
| 2. | *[list decision/action, including identification of any issues to be escalated in accordance with* [*HSW committee pathways for issue escalation and decisions*](https://intranet.qed.qld.gov.au/Services/strategymanagement/GSP/Governance/governancecommitteesoverview/Documents/hsw-tor.pdf)] |  |  |
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These minutes are a public record. However, the Department of Education (DoE) may redact information from the publicly released version of these minutes if DoE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DoE, it will be noted at the relevant part of these minutes.

***CONFIDENTIALITY***

*Where the chair has confidentiality concerns, the relevant agenda item in the minutes should note the chair’s view, record whether or not the view receives assent from the Committee and include the confidentiality note: “Chair and Committee consider that [insert issue] should be deleted from any publicly available copy of these minutes because [insert reason]”.*

*Minutes with confidentiality concerns being considered for proactive public release must be forwarded to Legal Services to determine if it is appropriate to create a copy suitable for proactive release. The amended copy will note where information has been deleted, and why.*

**NB: delete red text on completion**

Appendix B – Escalation Template

From item 11 – issues to be escalated to Regional HSW Committee

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| --- | --- | --- | --- | --- | --- |
| **Issue to escalated**  **(Delete or add rows as required)** | **Details** | **Action/s taken to-date**  *(including corrective actions)* | **What is the relevance to other locations?**  *(if applicable)* | **Recommended solutions / further actions** | **Requested outcome**  *[Decision, action, further investigation, advice, other – please provide details]* |
| **Serious incident** | Details of incident  Include MyHR WHS ID |  |  |  |  |
| **Hazard /**  **Risk /**  **Issue** | Details of incident and risk posed |  |  |  |  |
| **Regulatory action (tick)**   * **Prohibition** * **Improvement** * **Infringement** * **WHSQ actions**   **Current status (tick):**   * **Ongoing** * **Closed** | Details and response |  |  |  |  |
| **Significant success** | Overview |  |  |  |  |