Agenda

CRICOS Provider No. 00103D

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| NAME OF INSTITUTE or DIRECTORATE | |
| HSIT Meeting | Specify year and calendar quarter (e.g. 2023Q2) |
| Date | Click or tap to enter a date. |
| Location | Specify campus, room and whether on Teams |
| Members | List here the names of the members of the HSIT |
| Cc | List names of others who require a copy of agendas and minutes |

# Acknowledgement of country

The Chair acknowledges the Traditional Custodians of the land on which the meeting is taking place, the [name of clan or group] people and pays their respect to Elders, past and present.

# Welcome and apologies

# Review of previous meeting minutes

Outstanding action items only

# Review of annual OHS plan

Action items yet to be determined or completed in the Plan

## Hazards management – Appendix A of Plan

Review of HIRACs completed in finishing quarter

Allocation of HIRAC Reviews, inspections or other H&S activities to be completed in forthcoming quarter

Any new hazard, new item of plant, chemical, work processes, etc.?

## Incident and emergency management

Any changes to Warden / First Aiders e.g., staff departures, change of location

Update of Local Emergency Instructions

Lessons from actual incidents, emergency exercises or false alarms

# Psychological health program

Progress with development and implementation of Psychological Health Action Plan

Progress with actions previously assigned

Review of responsibilities and deadlines for completion for incomplete actions

New actions for next meeting

# Incident review

Injuries and hazards reported in finishing quarter

Follow up actions

Trends

# HSR advice and staff consultation

Safety issues or concerns raised by staff members within Institute/Directorate

Other items for discussion

Matters requiring escalation to Portfolio level

# Health, Safety and Wellbeing department report

Safety, Health and Wellbeing initiatives

Legislation changes

WorkSafe matters

# General business

Preparation and submission of [*Quarterly Summary Report for Portfolio HSCT*](https://policy.federation.edu.au/forms/Quarterly_Summary_Health_and_Safety_Report.docx?_ga=2.197687727.1617890009.1667124654-1842513172.1666143763)

Any other H&S item

# Next meeting

Ensure details of next meeting are set well in advance