

Form No. 010 - OHS&E Committee Minutes

**OHS&E COMMITTEE MEETING NO. [NUMBER]
HELD: 12 / 75 LORIMER STREET, SOUTHBANK
[DATE]**

PRESENT:

[
[
[

APOLOGIES:

[
[.

DISTRIBUTION: All attendees and apologies.

MINUTES OF MEETING

	ITEM	ACTION	DUE
1.	Opening Remarks		
2.	OHS&E Incidents Status		
3.	OHS&E Policy & Management Plan		

--	--	--	--

4.	KPIs		
----	-------------	--	--

5.	Business Communications		
----	--------------------------------	--	--

6.	Risk Management		
----	------------------------	--	--

7.	General Business		
----	-------------------------	--	--

Meeting closed [TIME] Next Meeting: [TIME, DATE, LOCATION]