**(Committee Name) OHS & W MEETING MINUTE**

Date:

Time:

Venue:

**Member Present:**

**ABSENT**

**WELCOME**

The Chair welcomed all to the meeting and outlined the following agenda for adoption.

**ADOPTION OF THE AGENDA**

Welcome- Chairperson

Part A: Discuss issues from previous OHS&W meeting minute

Part B: OHS&W Committee plans according the Calendar

Part C: New Issues the OHS&W Committee members are currently facing

Summary of Action Items

The end- Chairperson

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| --- | --- | --- | --- | --- | --- |
| **PART A: Discuss issues from last meeting minute** | | | | | |
| **New** | **Discussion** | **Details/Scope/Parameters** | **Assigned to** | **Delivery Timeline** | **Current Status** |
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**Part B: OHS Committee plans according to the Calendar**

**Part C: New Issues the OHS&W Committee members are currently facing**

**Summary of Action Items**

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| --- | --- | --- | --- | --- | --- |
| **New** | **Discussion** | **Details/Scope/Parameters** | **Assigned to** | **Delivery Timeline** | **Current Status** |
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Mr.: (Chairperson) Mr. Click or tap here to enter text.: (Interim Secretary)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_