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Your Safety Matters

This information letter is distributed to those people who are ensuring that their workplace is safe and healthy. This includes members of WHS Committees, WHS Representatives, Safety Officers, Supervisors, Managers and Directors. "Your Safety Matters" (formerly "Committee Member") is a free information letter which has been distributed since 1996.

WELL, WHAT'S ON THE AGENDA TODAY?

Does anyone in your Committee turn up to the meeting and say something like...
"well, what's on the agenda today?"

If members of your Committee have not prepared for the issues that will come up, then these issues may not be adequately dealt with and will take longer to resolve.

Perhaps you can encourage your fellow Committee members to work through a checklist such as the following, well before the next meeting.

1. Look at the minutes of the last meeting

a) Did I agree to take some action? Am I ready to report to the Committee on that? ☐

b) When and where is the next meeting? ☐

c) Is there anything in the minutes that I should discuss with the workers in my area? ☐

2. Look at the agenda for the next meeting

a) Is there anything in the agenda that I should discuss with the workers in my area? ☐

3. Worker Issues

a) Are there any issues that the workers in my area want me to raise at the next meeting? Ask them. ☐

This publication provides general information about WHS. It is not a legal opinion and does not represent a comprehensive statement of the law to be applied to a particular problem.

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