agenda

Meeting Title

01/01/2022
9.00am

Meeting called by: Janet

Attendees: Kate, Samuel, Danya, Raj, Kim

Please read: My Department Stores Work Health and Safety Policy and Procedure

Please bring: Pen, MDS Meeting Agenda (WHS Policy and Procedure)

Time	Item
9.00am	Welcome
9.10am	Emergencies and Evacuation
9.20am	First Aid Kits
9.30am	Hazard Inspections
9.45am	Assessing Risks
10.05am	Reporting Non-Compliances
10.15am	Questions
10.25am	Feedback form

Additional Information:

Please complete the feedback form on the back of this agenda.

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How prepared do you feel to participate in emergency evacuations?

Do you feel prepared to implement hazard inspection processes in your department?

What are your major concerns when implementing this policy with your team?

Do you have any hazards or unsafe work practices in your work area that you need support in managing?

Name:

Date: