

<b>Title: Staff Meeting Agenda</b>	No.
	Authorised By:
Issue Date: Last Reviewed: Next Review Date:	Page Number:

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**Date:**

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**Attendees:**

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**Location:**

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**Distribution:**

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**Apologies:**

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<b>Agenda</b>
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**Below are suggested agenda items-modify as required and save as workplace template**

- 1. Welcome**
- 2. Review of previous staff meeting minutes**
- 3. Review of recently reported hazards or incidents**
- 4. Upcoming training requirements**
- 5. Any current safety issues**
- 6. other business**

**Next meeting to be held on:**

**Manager signature:**