
WORK HEALTH AND SAFETY (WHS) MEETING MINUTES FOR 2023

Meeting Information

Date	15th July 2023
Time	10:00 AM - 11:30 AM
Location	Trendie Head Office Sydney
Facilitator	Oliver Campbell (WHS Officer)
Attendees	Zainab O'Connor (HR Manager), Hiroshi Tanaka (Operations Manager), WHS Committee Members
Apologies	None

Agenda

1. Welcome and Introduction
2. Review of Previous WHS Minutes
3. Discussion on Recent Trip Incident
4. Health and Safety Measures Review
5. Compliance with Australian WHS Regulations
6. Resolutions and Action Items
7. Conclusion and Next Steps

Detailed Minutes

Discussions, Resolutions, and Action Items:

Area	Discussion	Resolution	Action Item	Responsibility
Review of Previous WHS Minutes	The committee reviewed the minutes from the previous WHS meeting. No discrepancies were found, and all previous action items were addressed.	Minutes from the previous meeting were approved unanimously.	N/A	All Members
Recent Trip Incident	A recent trip incident was reported where an employee tripped over a loose cable in the office. The incident was investigated, and it was determined that the cable was not properly secured, posing a tripping hazard.	Agreed to implement immediate corrective actions including securing all loose cables and conducting a thorough inspection of the office to identify any other potential tripping hazards.	Secure all loose cables and conduct an inspection to identify and rectify any other tripping hazards.	Oliver Campbell (WHS Officer), Facilities Team



Health and Safety Measures Review	The committee reviewed the current health and safety measures in place, including emergency procedures, first aid kits, and employee training. It was noted that some emergency exit signs need replacement, and additional first aid training sessions are required for new employees.	Approved the replacement of emergency exit signs and scheduled additional first aid training sessions for staff.	Replace outdated emergency exit signs and arrange first aid training sessions.	Zainab O'Connor (HR Manager), WHS Team
Compliance with Australian WHS Regulations	The committee reviewed the company's compliance with current Australian WHS regulations. It was noted that regular safety audits are essential to maintain compliance and improve workplace safety.	Approved the scheduling of quarterly safety audits to ensure ongoing compliance with WHS regulations.	Schedule and conduct quarterly WHS audits.	WHS Committee, External Auditor

Conclusion and Next Steps

The WHS meeting concluded with a strong focus on improving workplace safety and ensuring compliance with Australian regulations. The committee is committed to implementing the outlined actions and will follow up on the progress in the next scheduled meeting.