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# Your Safety Matters

This information letter is distributed to the people in the workplace who ensure their workplace is safe and healthy; including members of OHS Committees, OHS Representatives, Safety Officers, Supervisors, Managers and Directors. OHS Action is the new title for "Committee Member", a free information letter which has been distributed since 1996.

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## What's On The AGENDA ?



**Do you  
have one ?**

**An agenda lists the issues that a committee will discuss at its next meeting. The word "agenda" comes from the Latin word "agenda" which means, "things to be done".**

**It gives structure and predictability to a meeting in the same way that a TV guide gives structure and predictability to your TV watching.**



Having an agenda before the meeting means members can prepare in advance to discuss the issues on the agenda. Just like a TV guide allows you to prepare in advance to watch your favourite program at the scheduled time; feed the cat, get a drink, chips etc., ready !

In fact on pages 67 and 68, the OHS Consultation Code of Practice recommends that an agenda be used for every OHS Committee Meeting and the Code of Practice has an example of an agenda on page 69.

### AGENDA TIPS

*Here are some practical ways of dealing with an agenda that many committees have found useful.....*

- At the end of every committee meeting set a cut-off date for submission of agenda items for the next meeting. That is, members must submit issues for discussion to the Chairperson about 10 days before the next meeting. This will enable the Chairperson to circulate the agenda about a week before the next meeting, giving members time to prepare for the meeting.
- Agenda items should have enough detail so that members can clearly understand what it's about.
- Agenda items should be sorted by the Chairperson according to how urgent they are so that the most urgent item is shown first on the agenda.
- The agenda should specify who submitted the item for discussion.
- At the beginning of the meeting the committee should agree on the content of the agenda and the sequence of the items on it.
- Items which are raised at the meeting for discussion, which were not already on the agenda, should be restricted to matters that can't wait until the next meeting.