**Health and Safety Committee Meeting**

*[Where there is no Health and Safety Committee in the school please organise a meeting of staff]*

*Re: Coronavirus (COVID-19) and return to school in Term 4*

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| --- | --- | --- | --- |
| **Date:**  |  | **Time:** |  |
| **Location:** |  |
| **Chair:** |  |
| **Minutes:** |  |
| **Attendees:** |  |
| **Apologies:** |  |

**Minutes**

| **Item No.** | **Agenda Item** |
| --- | --- |
| **1** | Welcome* Acknowledgement of country
* Thanking everyone for their wellbeing leadership at this time
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| **2** | [Safety Management Plan for COVID-19](https://www.education.vic.gov.au/hrweb/Documents/OHS/COVID19SafetyManagementPlan.docx)* Key risks
* Latest health and safety guidance
* Implementation of health and safety guidance at our school
* Encouraging reporting
* Information available
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| **3** | eLearn on Infection Control  |
| **4** | Employee supports available |
| **5** | Any issues that require escalation to regional or central offices for support *(if required, please contact your* [*Regional OHS Support Officers*](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-management-system-ohsms/guidance/useful-contacts-schools) *for guidance)* |
| **6** | Next steps |
| **Next meeting to be held on:** Date: / /  |