

## Health, Safety and Environment Advisory Committee Schedule of Business 2018

Meeting 1/18	<p><u>General Business:</u></p> <ul style="list-style-type: none"> <li>• Business Arising: Outstanding Action Plan</li> <li>• Update from Relevant Committees (HSE Committee of Council, VCAC, JCC)</li> <li>• Update On Sector &amp; Industry HSE Standards &amp; Practices</li> <li>• Safety matters raised from HSRs or Workers</li> <li>• Review Terms of Reference for, and Membership of, the Committee and Sub-Committees</li> <li>• Establishment/Amendment to Policy, Processes and Procedures (as they arise)</li> </ul> <p><u>2017 4<sup>th</sup> Quarter and Annual Reports:</u></p> <ul style="list-style-type: none"> <li>• Health Safety &amp; Environment Report (to be provided to VCAC)</li> <li>• Report on HSE Sub-Committee KPI/PIs for previous year</li> <li>• HSEAC Annual Report including: <ul style="list-style-type: none"> <li>○ Annual Report - Boating &amp; Diving Safety</li> <li>○ Annual Report - Radiation Safety</li> <li>○ Annual Report - Institutional BioSafety &amp; Security</li> </ul> </li> <li>• Notifiables Report</li> <li>• Progress Report on 2018 Priorities</li> <li>• Progress Report on IPaM Self-Management Phase</li> </ul> <p><u>HSEAC Sub-Committee Minutes:</u></p> <ul style="list-style-type: none"> <li>• University Boating &amp; Diving Safety</li> <li>• University Radiation Safety</li> <li>• University Institutional BioSafety</li> </ul>
Meeting 2/18	<p><u>General Business:</u></p> <ul style="list-style-type: none"> <li>• Business arising: Outstanding Action Plan</li> <li>• Update from Relevant Committees (HSE Committee of Council, VCAC, JCC)</li> <li>• Update On Sector &amp; Industry HSE Standards &amp; Practices</li> <li>• Safety matters raised from HSRs or Workers</li> <li>• Establishment/Amendment to Policy, Processes and Procedures (as they arise)</li> </ul> <p><u>1st Quarter Reports:</u></p> <ul style="list-style-type: none"> <li>• Health Safety &amp; Environment Report (to be provided to VCAC)</li> <li>• Notifiables Report</li> <li>• Progress Report on 2018 Priorities</li> <li>• Progress Report on IPaM Self-Management Phase</li> </ul> <p><u>HSEAC Sub-Committee Minutes:</u></p> <ul style="list-style-type: none"> <li>• University Boating &amp; Diving Safety</li> <li>• University Radiation Safety</li> <li>• University Institutional BioSafety</li> </ul>
Meeting 3/18	<p><u>General Business:</u></p> <ul style="list-style-type: none"> <li>• Business arising: Outstanding Action Plan</li> <li>• Update on JCU &amp; Sector HSE Matters</li> <li>• Establishment/Amendment to Policy, Processes and Procedures (as they arise)</li> </ul> <p><u>2<sup>nd</sup> Quarter Reports:</u></p> <ul style="list-style-type: none"> <li>• Health Safety &amp; Environment (to be provided to VCAC)</li> <li>• Notifiables Report</li> <li>• Progress Report on 2018 Priorities</li> <li>• Progress Report on IPaM Self-Management Phase</li> </ul> <p><u>HSEAC Sub-Committee Minutes:</u></p> <ul style="list-style-type: none"> <li>• University Boating &amp; Diving Safety</li> </ul>

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Meeting 4/18	<p><u>General Business:</u></p> <ul style="list-style-type: none"> <li>• Business arising: Outstanding Action Plan</li> <li>• Update from Relevant Committees (HSE Committee of Council, VCAC, JCC)</li> <li>• Update On Sector &amp; Industry HSE Standards &amp; Practices</li> <li>• Safety matters raised from HSRs or Workers</li> <li>• Schedule of Business and Proposed Dates for the next year</li> <li>• Establishment/Amendment to Policy, Processes and Procedures (as they arise)</li> <li>• Proposed HSE Sub Committee KPI/PSI for next Year</li> </ul> <p><u>3<sup>rd</sup> Quarter Reports:</u></p> <ul style="list-style-type: none"> <li>• Health Safety &amp; Environment (to be provided to VCAC)</li> <li>• Notifiables Report</li> <li>• Progress Report on 2018 Priorities</li> <li>• Progress Report on IPaM Self-Management Phase</li> </ul> <p><u>HSEAC Sub-Committee Minutes:</u></p> <ul style="list-style-type: none"> <li>• University Boating &amp; Diving Safety</li> <li>• University Radiation Safety</li> <li>• University Institutional BioSafety</li> </ul>