<table>
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<th>TASKS</th>
<th>CHECKLIST</th>
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| **Safety Committee Meeting 1**  
*Business Centre / WHS Officer*  
You will be faxed the minutes of the previous Workplace Health Safety and Security (WHSS) Committee meeting and sent a memo with the agenda for the next meeting. Review the agenda items in Memo 1 so that you can participate in the next committee meeting. Charles Best has made his resources available to all the new committee members in the WHSS Office in the basement, in particular the Safety Manuals and wallchart. | ❑ Read minutes of previous meeting  
❑ Participate in discussion |
**Safety Audits**

*Online Café*

*Business Centre*

Access the online café as outlined in Email 2 and download the safety checklists. Use these in your department and make a judgement on how your department fared. Complete the table on the noticeboard titled "Safety Audits" and categorise your department under one of the headings with a brief comment.

- Complete all four checklists at your department
- Evaluate the level of safety.

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**Control Procedures**

*Boardroom*

Kerry Page, the Training Manager, is conducting a session in the Boardroom for new committee members. He will run through the identification of hazards and risks and some control procedures so that you can undertake a Safety Systems Audit. A handout for the audit is available in the Boardroom and Kerry has a number of useful resources on his bookshelf in the Training Room.

Having reviewed the material in the Training Room, and after completing the Boardroom activities, undertake the following activities:

1. Conduct a Safety Systems Audit in your department
2. Write up a report based on the audit you have just conducted evaluating the organisation under the appropriate headings as outlined in your audit. Also include in your report:
   a) Highlight one inadequacy that you consider will pose a significant safety or security risk or hazard
   b) Design new control procedures to overcome the above risk/hazard
   c) After designing the new procedures, recommend how you would implement the procedure and inform the staff of the same
   d) Outline the suggested control procedures to monitor the effectiveness of the new procedure
   e) Complete a training plan to fulfill the training needs for the new procedure. The Training Room provides a step-by-step guide to developing a training session on the message board and there is a template in the filing cabinet
3. Forward your report to Charles Best.

- Conduct Systems Audit
- Identify breach in safety or security system
- Design control procedures to cover the above
- Recommend ways for monitoring suggested control procedures
- Recommend method of implementing new control procedures
- Complete a training session plan
Safety Committee Meeting 2

Business Centre

Prepare a summary of your report to post on the noticeboard so that other committee members can review your work and perhaps apply your recommendations to their department. This will also prepare you for discussions with the committee when they meet for an online chat.

You will be asked at this meeting to assess a peer’s work. Charles Best will explain to you the procedure for undertaking this task. Also, there are some criteria for peer assessment in the Training Room filing cabinet and these will be discussed at the meeting; take a copy along to the meeting.

Once you have completed your assessment of another committee member’s report, contact Charles Best and he will organise a teleconference to give feedback to the committee members concerned.

☐ Report Summary
☐ Peer Assessment