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Example content:

OHS Meeting

Meeting Held At: _____

Date: _____

Present: _____

Agenda Item	Details	Action	By Whom	Date
██████████ ██████████ ██████████ ██████████				
Hazards reports ██████████ ██████████ ██████████ ██████████				
Safe Work Instructions SWI Reviewed this meeting New SWI's ██████████ ██████████ ██████████ ██████████				

Minutes Completed By: _____

Copy to: OHS Representative(s)
 Management Representative(s)