

SAFE@WORK COMMITTEE BI-ANNUAL REPORT TEMPLATE

REFERENCE: [Terms of Reference for Safe@Work Committees](#)

This template is to be used by Safe@Work Committee Chairs for their Bi-Annual Report to the WHS Committee.

General Information about Safe@Work Committee	
Safe@Work Committee Name:	
Safe@Work Committee Chair Name:	Year:
Number of Meetings Held:	Percentage of Committee Member Attendance: %
Achievements	
Please provide a short description of any achievements of your SWC during the year	
Challenges	
Please provide a short description of any challenges your area had during the year or any issues that your area had problems closing off on (including how you dealt with COVID-19)	
Opportunities	
Please provide a short description of any opportunities/suggestions/focus that have been identified for your area moving forward	
Any Other Items	
Please provide a short description of any other things that you would like to report back on to the WHS Committee	

This report is to be submitted to the WHS Committee Secretary via the [HR Help Desk](#).