

# Meeting | MINUTES

**Meeting date | time** 12.01.2021 | 930am

Meeting called by Honor

## Attendees

Rick

Honor

Sonya

Erin

## Agenda topics

| Agenda topic *New Housing Projects* | Presenter *Honor*

We have a new influx of housing builds coming in – how is this going to be delegated now that core roles have changed in office.

Need to assign work between office staff – Honor, Sonya and Erin

Work that needs to be covered: Bookings, file creation, lodging of paperwork, liaising with clients/builders, billing, ordering of gear.

Erin: Bookings and liaising with builders

Erin to notify Sonya and Honor of new bookings as they come in – Lead in, Rough in and Fit Off

Sonya: Lodging paperwork, liaising with clients and builders, billing

Honor: Creation of files, ordering of stock for fit off.

As we already have some processes and paperwork in place we will review these and see if there is anything that can be updated or changed for efficiency/reduction of paperwork

Sonya and Erin have previous experience – can be used for support and extra info if needed.

Plan to meet quarterly to review and provide feedback

| Action items                                  | Person responsible | Deadline   |
|-----------------------------------------------|--------------------|------------|
| Review current procedure.                     | All                | Ongoing    |
| Set recurring meeting for review and feedback | Honor              | 3 monthly. |

# Meeting | MINUTES

Meeting date | time 14.01.2021 | 10am

Meeting called by Honor

Attendees  
Rick Cottam  
Honor Cochrane

## Agenda topics

| Agenda topic Current WHS Documents | Presenter Honor

Cm3 is due for renewal, and after reviewing the documents that have been used they are no longer sufficient or current.

Most of our current documents have not been updated or made relevant to our business currently.

As Rick is the safety manager, he will need to provide notes on what needs to be changed and the information to create the new documents using the current standards.

Rick has previously updated one of the safety documents – we can use this as a template.

Set meeting for review of draft documents – provide feedback etc.

| Action items                                                                         | Person responsible | Deadline   |
|--------------------------------------------------------------------------------------|--------------------|------------|
| Collate all current WHS documents requested by Cm3                                   | Honor              | 18.01.21   |
| Make list of documents that are currently missing and need to be created             | Honor              | 18.01.21   |
| Provide notes on old docs for changes and outline of new info required for new docs. | Rick               | 20.01.2021 |
| Create draft documents for review using template                                     | Honor              | 22.01.2021 |

# Meeting | MINUTES

**Meeting date | time** 22.01.2021 | 1pm

Meeting called by Honor

Attendees  
Rick Cottam  
Honor Cochrane

## Agenda topics

| Agenda topic *Update on WHS Documents* | Presenter *Honor*

Reviewing the draft documents that have been now created by Honor based on the information and feedback from Rick.

Suggestion of creating a carbon copy book of some of the forms to help maintain records while being used on site or for clients by Honor.

Minor changes needed to layout as suggested by Rick to ensure employees are easily able to fill and complete.

Does a register need to be created for forms and for a record of the forms being used?

Once final drafts complete and approved by management – how will this roll out to the employees

| Action items                                      | Person responsible | Deadline   |
|---------------------------------------------------|--------------------|------------|
| Implement the changes suggested by Rick           | Honor              | 29.01.2021 |
| Email/contact printers for quotes on carbon books | Honor              | 27.01.2021 |
| Make plan to roll out to employees                | Rick               | 27.01.2021 |