

Time line to update and create current WHS documentation - Completion time 1 month.

Goals/roles

Rick: Specialist/ Completer-Finisher
Honor: Coordinator & Implementor

Update current WHS documentation

Create new WHS to be align with current standards

Roll out new procedures and documents to staff and sub-contractors

14.01.2021

Meeting with Rick to discuss planning and goals

15.01.21 - 22.01.21

Gather the documents that need updating

Rick to outline the info that needs to be updated on current forms and provide list of which new forms need to be created

Use current template that Rick has created to start developing own documents

22.01.21

Have meeting with Rick to go over drafts and updates

Makes notes of any changes needed

Amend documents as needed from feedback

Future

Give final drafts to Rick to check before submitting to management

Submit to management for approval/final feedback

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Give final drafts to Rick to check before submitting to management

Submit to management for approval/final feedback

If approved start roll out to employees