

Location:	McIlwain Head Office – Boardroom
Date:	21/05/2021
Attendees:	Leon Krelle, Andrew Arnold, Casey Risson, Scott Bohm, Craig Southon, Kyle Mitchell, Brooke Kennedy

1. Minutes of Previous Meeting	Action by	Due Date
1.1 Review of outstanding items		
• Tablets for all Leading Hands & Supervisors		
• Review of Prestart Form (WHS-F-01 Prestart Meeting)		
• Review of SWMS Review Checklist (WHS-F-07 SWMS Review Checklist)		
2. Standing Items	Action by	Due Date
2.1 Injury, Incident and Accident Review		
• No injuries to report,		
2.2 Quality incl. Non-Conformance and Costs of Reworks		
• CivilPro Training at GTAR today with Naomi.		
2.3 Training Required		
• ICAM		
2.4 Risk Management		
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3. Safety Performance	Action by	Due Date
3.1 Company Statistics Review		
• Review monthly reports (Review Lead Indicators)		
• Review the KPI Dashboard in Power-BI		
4. McIlwain Systems Review	Action by	Due Date
• Site Diary - Copies of Site Diaries	CS Focus Group	
• Updated Training Packages – PTE - Review		
• TeamBinder – Document control system		
• Systems Improvements from JV Partners (Feedback Sheet)		
• Review of Pre-Task Assessment (PTA review)		
• New systems form (WHS-F-61 Subcontractor Warning Notice)	Ongoing	
• New systems form (WHS-F-62 WHS Improvement Request)	Ongoing	
• Updated Confined Space Risk Assessment – Definitions.	Discussed	
5. Other Business	Action by	Due Date
5.1 High Risk Work Audits	LK	
5.2 Focus Group – Forecasting and Cost Tracking	Casey R	
5.3 Vehicle Prestart _ Daily vs Monthly.		
5.4 Flowchart of delivery driver induction and unloading checklist.	Kyle M	Next meeting