

Meeting | MINUTES

Meeting date | time 22.01.2021 | 1pm

Meeting called by Honor

Attendees
Rick Cottam
Honor Cochrane

Agenda topics

| Agenda topic *Updatet 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