

Location:	McIlwain Head Office, Boardroom
Date:	15 th July 2021
Attendees:	Leon Krelle, Brooke Kennedy, Mark Stone, Andrew Arnold, Casey Risson, Scott Bohm, Regan Adams, Jacob Orford, Craig Southon, Kyle Mitchell, Lee Butler

1. Minutes of Previous Meeting	Action by	Due Date
1.1 Review of outstanding items		
• ICAM training required		
• Site Diary	CS focus group	
• High Risk Work Audits workflows	LK	
• Focus group – forecasting and cost tracking	Casey R	
• Monthly Reports (PCA-F-13 Monthly Project Report & WHS-F-26 Monthly HSEQ Reporting Form) – overlapping information		
• Document workflows:		
• WHS-F-11 Visitor, Short-Term Worker & Delivery Driver induction		
• WHS-F-56 Unload/Load Checklist		
• Development of Training Plans for each position		
2. Standing Items	Action by	Due Date
2.1 Injury, Incident and Accident Review		
• Review of reversing incidents		
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2.2 Quality incl. Non-Conformance and Costs of Reworks		
• Quality Coordinator – Michelle Hildyard		
○ Provide project QA support		
○ QA training		
○ Manage the implementation of Version 11 cloud (Civil Pro)		
○ Assist in quality audits		
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2.3 Training Required		
• Onboarding Training Plans – review		
• Onboarding & Training Plans		
• Supervisors Training Package (Supervisor Training Package headings)		
• Intro to QA training package		
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2.4 Risk Management		
• New procedure for Mobile Plant (show overview) – focus group to be established to develop exactly what we want from this procedure (incl. plant operating zones etc.)		
• HSE-P-XX Mobile Plant		
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3. Safety Performance	Action by	Due Date
3.1 Company Statistics Review		
• Review monthly reports (Review Lead Indicators)		
4. McIlwain Systems Review	Action by	Due Date
• Plant Prestart Inspections, Vehicle Prestart Inspections & KPIs		
• WHS-F-11 Visitor, Short-Term Worker & Delivery Driver Induction		
• Updates to the Project Commencement Checklist (https://mcilwain.luciditysoftware.com.au/inform/default)		
• Subcontractor Declaration – review of form		
• Current version: Subcontractor Declaration of Worker Competence		
• New version: Subcontractor Declaration of Worker Competence		
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5. Other Business	Action by	Due Date
5.1		
5.2		
5.3		
5.4		