

WHS Documentatio Update: PLANNING

- Needed to update documentation for our Cm3 profile
- When going through the documents on file noticed that they have not been updated and some are not compliant or there isn't a form for what is being asked
- Spoke to the general manager about the issues that have been found and was told to work with Rick (safety manager) to update and develop what is needed to be compliant.
- Organised a meeting with Rick to discuss the issues with the current forms we are using and the areas in which we are lacking procedures and documentation for tradesmen on site and for the staff in the office.
- Shared ideas for making the forms more cohesive and uniform across the company – and how can we make the process easier for the office and guys on site, how it can be monitored

GOALS:

- Update current forms to make them compliant and cohesive
- Create new documents to align with current WHS standards and practices
- Start distributing new forms to employees in office and on site.

New housing projects: PLANNING

- Have a new influx of house builds.
- Need to organize how the workload will be distributed among office
- Areas to be delegated:
 - Bookings
 - Creation of files
 - Lodging paperwork
 - Liaising with builder/clients
 - Billing/invoicing
 - Ordering of supplies
- Previous procedure in place – see if there is anything that can be changed or streamlined.
- Organise to have regular progress meetings.

GOALS:

- Delegate work roles to team
- Encourage suggestions for improved procedures.
- Regular team meetings for feedback and progress.