

Employee Consultation- Records of Meetings

Safety meetings will be held periodically, at a minimum period bi-yearly, the HASAW manager will represent the employers, Along with the Quality/H&S controller, and the employees will be represented by the committee made up from delegated personnel from the workplace.

Due to the nature of our business, and that it is not unusual for personnel to be on site for long periods of time, any person from the works may be delegated to attend Safety meetings. Where possible continuity of personnel will be maintained. The employee committee will be represented by a minimum of 3 persons.

The Quality controller will take notes to the salient points, and compile them in a report form. This will be distributed to management and committee members concerned, along with a copy that will be issued to the Works Manager. Masters of these records will be held on file in the quality controllers office.

Any actions required will be implemented by the Works Manager, and confirmation checks will be carried out by the Quality/H&S controller to ensure any improvement notices have been completed

Any matters not resolved will be noted with mitigating circumstances, and the matter will be carried forward to the next meeting, to ensure that matters are continually reviewed.