

Operations Meeting

17/08/2018 17:00 - 19:00

Presenters Connie Nielson, Dawn Smith, Edward Arroyo

Attendees Bob Smith, Connie Nielson, Dawn Smith, Dustin Parks, Edward Arroyo, Fatima Campbell, Liam Pettit

Location Conference Room

1. APOLOGIES

17:00-17:15

2. CONFIRMATION OF PREVIOUS MEETING MINUTES

17:15-17:30

3. HR

17:30-17:45

Presenter(s): Dawn Smith

Description

Update report from HR

4. INTERNAL PROCESSES

16:45-17:30

Description

Update report on internal processes

4.1. QUALITY

Presenter(s): Edward Arroyo

4.1.1. FUNCTIONAL PLANS AND POLICIES

Presenter(s): Edward Arroyo

4.1.2. PROCEDURES, PLANS AND PROGRAMMES

Presenter(s): Edward Arroyo

4.1.3. ASSURANCE REVIEWS

Presenter(s): Edward Arroyo

4.2. WORK HEALTH AND SAFETY

Presenter(s): Connie Nielson

4.2.1. WORKPLACE INSPECTIONS

Presenter(s): Connie Nielson

4.2.2. FIRE SAFETY ASSESSMENT

Presenter(s): Connie Nielson

4.3. ENVIRONMENTAL

Presenter(s): Connie Nielson

5. FINANCE

17:30-17:40

Presenter(s): Edward Arroyo

Description

Financial Review

6. NEW ITEMS OF SIGNIFICANCE

17:40-17:50

7. NEXT MEETING

17:50-18:00