

CSCS WHS PLANNING AND REVIEW SCHEDULE

	SCHEDULED CONFERENCE, MEETING, TOOL BOX MEETING ETC	FREQUENCY	PARTICIPANTS	PLANNING ACTIVITY	REVIEW ACTIVITY
1	Annual Strategy Meeting	Annual	GM, Zone Managers	<ul style="list-style-type: none"> Review and adopt the OHS strategic plan and any amendments. 	Review Risk Register for hi level Business Risks. Review OHS legal compliance.
2	Bi-annual Planning Meeting	Bi Annual	GM, Zone Managers, Team Leaders	<ul style="list-style-type: none"> Company Performance review Team Training/ building 	Review Risk Register for hi level Business Risks. Review OHS legal compliance.
3	CSCS board meeting	Quarterly	BOD, GM	<ul style="list-style-type: none"> Company Performance review Legal 	General Managers report
4	Zone Managers meeting	Weekly – web cam	GM, Zone Managers	<ul style="list-style-type: none"> Company Performance review 	Review recent Incident, Injury, Hazard incidents. Review recent Corrective actions taken and suitability for inclusion on Risk register. Focal point identification.
5	Site Senior supervisor meeting	Weekly – web cam	Senior supervisors	<ul style="list-style-type: none"> Company Performance review 	Review recent Incident, Injury, Hazard incidents. Review recent Corrective actions taken and suitability for inclusion on Risk register. Focal point development



6	Site combined management meeting	Monthly	GM, Zone Managers- senior supervisors and team leaders	<ul style="list-style-type: none"> Company Performance review 	Review recent Incident, Injury, Hazard incidents . Review recent Corrective actions taken and suitability for inclusion on Risk register.
7	On site management meeting	Weekly face to face and or web cam e.g. Orange - Dubbo	Zone Manager, Senior supervisor, Team Leaders.	<ul style="list-style-type: none"> Site Performance review Plan OHS induction refresher courses 	Review recent Incident, Injury, Hazard incidents. Review recent Corrective actions taken and suitability for inclusion on Risk register.
8	On site Toolbox	Fortnightly	Site supervisors, Team Leaders, Employees	<ul style="list-style-type: none"> Site Performance review Planning of demonstrations on new equipment, chemicals etc 	Review most recent reported incidents , open discussion on WHS issues. Communication of Corrective actions – new or amended, Focal point delivery
9	Client Network Meetings	Bi-monthly web cam	GM, Zone Managers, Clients	<ul style="list-style-type: none"> Company Performance review 	Review recent Incident, Injury, Hazard incidents . Review recent Corrective actions taken and suitability for inclusion on Risk register.
10	Site Client Network Meetings	Monthly	Zone Manager, Clients	<ul style="list-style-type: none"> Site Performance review 	Review recent Incident, Injury, Hazard incidents . Review recent Corrective actions taken and suitability for inclusion on Risk register.