

CEO = Chief Executive Office
 ET = Executive Team
 CM = Compliance Manager

Report includes:

- WHS & Chain of Responsibility (CoR) – performance, statistics, incidents
- Audit results
- Communication (WHS & CoR) from external interested parties
- Training needs
- Effectiveness of training
- Corrective Preventive Action
- Performance against company WHS & CoR objectives & targets
- Changes that could affect the WHS/CoR system, including developments in legal and other requirements
- Compliance with legal & other requirements to which the company subscribes
- Suitability & effectiveness of the WHS/CoR management system

Reports
ANC-003

Start

CEO

Meeting normally held weekly

- Meeting attendees in
- CEO
 - Executive Team

CEO

Discuss agenda items, minute meeting, identify action items, those responsible for actioning them & due date

- Quarterly Meeting – addresses full agenda deals primarily with strategy
- Monthly Meeting – deals with execution, includes WHS and CoR
- Weekly Meeting – addresses operational issues

Monthly & Quarterly Meeting include review of WHS/CoR Report from National WHS

CEO

Ensure meeting minuted?

CEO

Distribute minutes to attendees & others as required

CEO

File copy of minutes

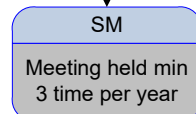
End

SM = State Manager
CM = Compliance Manager



Meeting attendees in

- State Manager
- Customer Service Manager
- Driver Recruitment & Safety Manager
- Local operations staff



Meeting agenda includes:

- Operations
- Safety, COR Report
- Training Needs

