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| Date: | 22/05/19 | Time: | 10AM |
| Facilitator: | Gina Harris,  HR Manager | Location: | Board Room |

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| Attendance requested: all staff |

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| Agenda | | |
| Topic | Staff member | Allocated time |
| 1. New WHSMS – Information Briefing | Sayo Yoshida,  Managing Director: HR | 20 mins |
| 1. Incident Reporting & Investigation Procedure | HR Specialist Advisors | 10 mins |
| 1. Legislative Compliance | Gina Harris,  HR Manager | 5 mins |
| 1. WHS Revised Policies | Gina Harris,  HR Manager | 5 mins |
| 1. Training | Gina Harris,  HR Manager | 10 mins |
| 1. Monitoring and Review | HR Administration Team | 10 mins |

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| Please bring |
| * Any materials related to your role in the organisation. |
| * Pen and Paper |
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