

EVELYN'S EXAMPLE SCRIPT

Meeting Present the presentation Magical Clothes Pegs (MCP)

Attendees:

- Julie (Chair)
- Lisa (Manager)
- Sam (Office team member)

Julie (Chair)	<p>Lisa and Sam, thank you for your time today</p> <p>As the WHS Project Chairperson and team leader I'd like to declare this meeting open on topic Work Health and Safety opportunities at Magical Clothes Pegs.</p> <p>For our minutes, I will record that you, Lisa and Sam, are in attendance. We have no apologies.</p> <p>Lisa and Sam, I'm looking forward to presenting this proposal to you. I've engaged with key stakeholders across MCP and I'm confident we have a strong proposal for the work health and safety procedures for our office.</p> <p>Have you had a chance to review the proposal?</p>
Lisa (Manager)	<p>Yes Julie, thanks so much for your emailed report, I have made some time to read through it and I'm really looking forward to your presentation today.</p>
Sam (Office team member)	<p>I am yet to go through your report in detail Julie, but I certainly have had a quick look at it and from what I can see, I think it looking really good.</p>
Julie	<p>Great, thank you. In today's meeting, I will present the research report to you. We will also review the current WHS documents and procedures, identify training requirements, and agree on the next steps.</p> <p>At the end of today's meeting, I would like to make sure we all have clarity around the proposal and agreement on our next steps forward.</p>
Lisa / Sam	<p>Great / sounds good.</p>
Julie	<p>So just for some background, when I first joined MCP, I identified that we had a very thorough WHS procedures in place for our manufacturing floor, but very little in place for our offices. As MCP is about to go through a large growth phase, there is an opportunity now to create these procedures to keep our office team members safe in the workplace.</p>

	<p>Over the last few weeks I've engaged with a number of key stakeholders across MCP and have been researching our requirements for WHS procedures for the offices.</p> <p>After putting together the research report, I'm happy to report that the proposed WHS Policy is progressing well, this document is key to putting in place our new WHS system and this is what we will go through today.</p> <p>The main findings of the research report are included in the Appendix of the Proposed WHS Policy. Here you can see that we will focus on three key areas:</p> <ol style="list-style-type: none"> 1. the emergency evacuation plan for the offices; 2. testing and tagging; and 3. ergonomics for our office team members who work at their laptops for most of the day. <p>So now that you've had a chance to read through the proposal, is there anything you would like to know more about in relation to these three areas?</p>
Lisa	<p>Thanks Julie, I'd love to dig a little deeper and better understand more on the ergonomics for our office team. Individual consultations with each team member... that sounds like it will be a very expensive exercise and I can't seem to find where that has been factored into the budget for this financial year.</p>
Julie	<p>That's a valid concern Lisa. Correct. In the initial budget this was not on the radar so you're right, it was not an item in the budget. Taking that into consideration, what we've found from an initial assessment of the workplace is that we can put into place in various measures using the hierarchy of control, even if we don't have the budget for individual consultations.</p> <p>For example, if we put into place Administrative Controls, such as placing signs at workstations to remind the team about good posture and easy stretches we can make small improvements. We could also implement some simple Engineering Controls such as raising the height of the monitors and purchasing footrests.</p>
Sam	<p>They sound like really simple solutions that would be easy to put in place, and... could result in less workplace strains and that would be great. Over the past few months, I've received and processed a few injury reports from our office teams and it is definitely an area that needs to be addressed.</p>
Julie	<p>You're right, Sam. If we can be really proactive and encourage our team to work in a way that is ergonomically safe, it will reduce the frequency and risk of injury to our team.</p>

	Lisa, I've also included three quotes with detailed costings for individual workstation assessments.
Lisa	Thanks Julie, that sounds great. It's fantastic to hear we have some low cost options as well...and so glad to hear that all agree on keeping our team members safe and injury-free is important and a high priority for us all.
Julie	Yes, absolutely agree. Do you have any questions on the other two key areas – the emergency evacuation procedure and testing and tagging procedure?
Lisa / Sam	No thank you, it's all quite clear.
Julie	Great. The next part of my proposed policy is around training and induction. Right now, our office teams do not receive a safety induction when they join MCP. I propose that all NEW employees and contractors are to undertake orientation training when they arrive at the office. This would include the new WHS Procedure for Emergency Evacuations for our offices, as well as training in the Ergonomics WHS Procedure.
Sam	What about current team members?
Lisa	No, they are too busy at the moment with the major projects they are working on and won't have the time to do any training.
Julie	Yes, for current team members who are already familiar with our work environment, we can update their knowledge of WHS procedures such as fire and evacuation procedures by introducing it in our weekly meetings and by putting up signs in strategic points around the building. Our number one priority is that everyone is aware of the new evacuation route and assembly points.
Lisa	Yes okay, but what about training, how will you do this when we are so busy at the moment?
Sam	I have some time to help with training. Lisa, I can see you're concerned about how long it might take and that it will take them away from working on key projects and deadlines. As mentioned earlier, if we cover key parts of the procedure over the next 2-3 office meetings, and follow it up with some posters in the office and lunch room and meeting rooms, I think we can make sure we communicate the new procedure to all team members without taking too much of their time.

	I'm also able to help with creating an induction for new office team members.
Lisa	Thank you, Sam, that should work well.
Julie	Thanks Sam, I will add that to our meeting minutes as an action.
Sam	No problem.
Julie	The last item on our agenda today are the next steps for this proposal. Lisa, are you able to sign off today?
Lisa	No, not yet. As a steering committee, we will need to present this to the CEO first.
Julie	Yes of course. What I'm asking is, in principle... are you happy with the proposal?
Lisa	Yes, absolutely. There are still a couple of items that need more thought and discussion on... we should look at putting together a training needs analysis for all teams and look for the common gaps across the organisation ... we can then come up with the rollout plan for gap training. This can be a combination of face-to-face training plus live webinar training as well as creating a video library for reinforced learning and newcomers to the business. Overall, I'm very happy with your new proposal and I'm confident the CEO will be comfortable approving this proposal.
Julie	Thanks Lisa, great points on training... and good to hear you're happy with the overall plan. Our actions from today's meeting are: <ul style="list-style-type: none"> • Sam and Julie will set up a meeting to finalise training and induction requirements for new and existing team members. • Julie will schedule a meeting with the CEO to present the proposal and gain final approval. I will send the minutes of our meeting to you both this afternoon so we are clear on our actions.
Lisa	That sounds great. Thank you.
Sam	Thanks Julie. I'm looking forward to working with you on the training and induction.
Julie	Thank you both for your time today.