

## Team Safety Meeting - Minutes

<b>Business name</b>	Maxicom (2013) Limited		
<b>Workplace/site address</b>	20 Herekino Street Whangarei		
<b>Date: 17/08/16</b>	<b>Start time: 08:35am</b>	<b>Finish time: 09:10am</b>	
<b>Attended by: Cherie Fisher, Shaun Sutherland, Jon Bond, Casper Brouwer, Mike Gilbert</b>	<b>Signature(s) of attendees</b>		
<b>Absent: Christine McKellar</b>			
<b>Minutes Taken by: Shaun Sutherland</b>		<b>Page 1 of 1</b>	
<b>Items discussed</b>			
Minutes of the previous meeting were read. The trolley for Casper has not been purchased yet. Cherie advised she will do it by end of week 19/08/16.			
Shaun welcomed Kyle to the team and briefed all on his sales background.			
A discussion around peter Litchfields reply about working from heights training was held. It appears we are doing everything correctly and no further training is required. Please use common sense however and if an unusual job requires you to operate on an elevated platform or in a harness please contact Cherie or Shaun for further advice.			
Web site forms not emailing us. Shaun to investigate and rectify.			
No safety concerns, accidents or near misses were reported.			
There were no admin or technical issues reported.			
All PPE equipment was reported as up to date. Kyle reported that his first aid and fire extinguisher ion his car was found and is in his car.			
<b>Items raised</b>			
Does Glynn know the health and safety requirements when going onto our customers sites?			
Job safety processes were reviewed and no problems reported.			
Emergency procedures were discussed and no problems reported.			
<b>Action(s) to be taken</b>			
Glynn to be send a contractors handbook. Shaun to send.			
<b>Next Meeting scheduled for</b>	<b>21 September 2016 at 8:30am</b>		