



DCN Drilling Meeting Minutes

Version: 1.0

Date: 27-Mar-18

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ISO Element: 14001 – 4.4.3

OHSAS Standard:18001 – 4.4.3

HSE MEETING MINUTES

Area: DCN Drilling Yards	Date: Oct 6 th 2017
Crew: All DCN Staff	Time: From 5.15pm - 6:15 pm
Topics Discussed: Ref: Workshop Presentation Oct 2017	Topic/s Presented By: Dave & Joyce Penney, Natasha Bethell, Marie Latus

Refer to Workshop Presentation Power Point Including:

1. **Open Meeting and Management Address**
2. **Accidents Incidents Hazard Review**
3. **Previous Minutes and follow up actions**
4. **Employee issues, solutions and improvements**
5. **Activities Planned Next Month**

Power point presentation to be posted to notice board for review by crews not in attendance – the presentation details further information of discussions.

FOLLOW UP ACTION (What):	Who is Responsible	Est. Comp. Date	Status
1.			
2.			
3.			
4.			
5.			
6.			
7.			
Follow Up Items From Previous Meetings			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			



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Good Participation YES – Improved interaction and discussion.		What needs to be improved to ensure effective consultation Inputs from work crews progressing well.		
WAS MATERIAL HANDED OUT? YES		DESCRIPTION: JHA for each rig		
<input type="checkbox"/> JHA – 7 JHAs were distributed for comment and use for all rigs, CPT and Vacuum truck				
CIRCLE QUALITY OF MEETING:	EXCELLENT	GOOD	FAIR	POOR
QUALITY ASSESSED BY:				
COMMENTS				

Meeting Participants

NAME	NAME
As per Scanned Copy of Signatures.	



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Sign off from crews not in attendance.	