



Title	Corrective Actions
Procedure	Corrective Actions 001
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Distribution	Committee
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Other relevant documents	Corrective Actions Reports

Document History	
Version	Notes
001	Second Issue with no changes



Introduction

This procedure describes how the Manning Great Lakes Woodworkers Inc. deals with WH&S issues raised.

The purpose of this procedure is to demonstrate that our club acts on all reports, documents the entire process from report to resolution.

The Procedure

An issue can be raised by anyone and reported to the WH&S committee

A WH&S Officer gathers all the relevant information and convenes a meeting with members of the WH&S committee to discuss the matter.

A Corrective Actions report is generated with details of the report, dates, names etc

The WH&S committee may decide that no action be taken if the incident or observation is considered trivial or an unlikely event.

- In the Corrective Actions report, the reasons for no action required are noted.
- The person who reported the issue is informed of the WH&S committee's decision and the reasons why no action will be taken at this stage. This is recorded in the Corrective Actions report.

If the WH&S committee decides on taking action

- All details of the decision are noted in the Corrective Actions report – dates, names, recommendations and timelines or urgent actions.
- Changes to a procedure(s) are noted in the report giving versions etc.
- The person who raised the issue is informed of the outcome – this is noted in the Corrective Actions report

Because of the varied nature of Corrective Actions, a Corrective Actions Report template has not been generated however this might be a future project if necessary.