



# “Managing High Activity Periods”

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# Process Outline

- Definition of Client Requirements
- Attending Project Orientations
- Trained Personnel
- Data Capturing Systems
- Management of Process

# Training

- Standardised Training
  - Minimum and Job Specific
- Client Specific Training
- Local Risk Training - Inductions
- Safety Training
  - International Standards
  - Frequency of re-training
- Health Standard

# Data Capturing

- Database for all to access:
  - Training – Health
  - Meetings
  - Handover process
  - Risk Reports – Incident reports
  - Job Safety Analysis Reports
  - Audits – Inspections Carried out
  - Sharing best practices
- Reporting functionality