



# Laundry Staff Meeting Procedure

Procedure Number  
WCDHB-LDY-008

Version Nos:  
4

## 1. Purpose

This Procedure outlines the process for the holding of regular staff meetings within the West Coast District Health Board (WCDHB) Grey Hospital Laundry

## 2. Application

This Procedure is to be followed by all Laundry staff throughout the WCDHB.

## 3. Definitions

There are no definitions associated with this Procedure.

## 4. Staff Authorised To Perform Procedure

This Procedure shall be performed by:

- all laundry staff.

## 5. Resources Required

This Procedure requires no specific resources.

## 6. Process

- 1.00 Staff meetings will be held by the WCDHB Grey Hospital Laundry to:
  - i) provide the opportunity for discussion of issues important to laundry staff; and
  - ii) provide a way of passing on information from Management.
- 1.10 Staff meetings will be held in the Laundry, on a Tuesday each week from 2.00 pm to 2.30pm.
- 1.02 An Agenda will be prepared in advance by the Laundry Manager and displayed on the Laundry notice Board prior to the day of the meeting.
- 1.03 Any staff member can add items to the Agenda.
- 1.04 The Laundry Manager will ensure that minutes are taken and placed onto the notice board after the meeting.

## 7. Precautions And Considerations

- ➔ Staff meetings will be held in the Laundry Café, on a Tuesday each week
- ➔ An Agenda will be prepared in advance by the Laundry Manager
- ➔ Any staff member can add items to the Agenda.

## 8. References

- Health and Disability Sector Standards NZS 8134:2001 (Standards NZ)



## Laundry Staff Meeting Procedure

**Procedure Number**  
*WCDHB-LDY-008*

**Version Nos:**  
**4**

### 9. Related Documents

There are no other documents related to this Document

<b>Revision History</b>	<b>Version:</b>	4
	<b>Developed By:</b>	Laundry Supervisor
	<b>Authorised By:</b>	GM- Corporate Services
	<b>Date Authorised:</b>	October 2002
	<b>Date Last Reviewed:</b>	November 2006
	<b>Date Of Next Review:</b>	November 2008