

WORK HEALTH AND SAFETY COMMITTEE MINUTES OF MEETING

Minutes of meeting held at 8:00am 11th June, 2015 at the Berrigan Depot.

Present: Michelle Koopman, Kevin Dunn, Jeff Manks, Scott Ansell

Apologies: Karen Hanna, Aaron Chamberlain

Election of Chairperson

Scott Ansell was nominated by K. Dunn, seconded by M. Koopman. Scott accepted the position of Chairperson.

Constitution

Constitution signed and adopted. Moved J. Manks, seconded K. Dunn.

MOTION ACCEPTED.

Previous Minutes

Moved K. Dunn seconded J. Manks that the minutes from the previous meeting, held on 14th May, 2015 be accepted.

MOTION ACCEPTED.

No matters arising.

RAP

RAP reviewed. Items for discussion include:

- Water and Safety Officer approached to address hazardous chemical storage;
- Euthanasia issues addressed;
- Administration Officer currently sourcing SDS for all toner cartridges.

Inspections Tabled

- Tocumwal Tip
- Finley Recycling Centre

Incident Reports

- Spider bite – no time lost, incident report to be lodged.

General Business

Job Demand Analyses

Job Demand Analyses(JDA) will be gradually developed for all positions utilising the templates provided by StateCover.

JDAs list the physical demands of a position and other exposures such as working in adverse weather conditions, and psychological demands. JDAs are used to assess a person's suitability for a position at interview/medical assessment, and also for return to work programs.

Suggestions

- Mirror to be installed at Depot for turning point at the rear of the Store;
- Pedestrian lines to be re-done at the Depot between the carpark and the Store;
- Upgrading of lights on work utes used during night work, and installation of nudge bars.

Meeting closed : 8:55am

Next Meeting: 9th July, 2015

Area	Date	Inspector/s	Hazard/Non-Compliance	Risk Level	Recommended Action	Person Responsible	Proposed Completion Date	Actual Completion Date	Verification
Pools	25/10/11	MK/PG	Hazardous substances not stored correctly.	Low	Toc/Berrigan – bags of chemical powder stored in unlabelled bins – bins to be labelled. <i>Completed in Tocumwal – Paul to follow up and advise re Berrigan</i>	WSO			
Barooga Water Treatment	23/10/12	MK	Steps down to River Pump – covered in weeds and presents a severe trip hazard	High	Steps to be replaced under capital works program. <i>Survey drawings completed, with system under complete review.</i>	EE	TBA		
Berrigan Depot	06/03/14	ID	Chainsaw equipment stored in shower	M		OM			
Berrigan Depot	06/03/14	ID	Outside areas of the Workshop are cluttered – poor housekeeping	M		OM			
Berrigan Depot	06/03/14	ID	Boundary fence line needs addressing: <ul style="list-style-type: none"> - East side – low mesh and heavy vegetation; - General barbed wire needs maintenance 	M	Being addressed – quotes being sought.	OM			
Office	30/09/14	JM	No SDS available for ink cartridge toner.	L	Arrange for SDS to be delivered with toner orders. <i>Request placed with AO</i>	AO			
Tocumwal Tip	27/05/15	MK	Manual handling issues with tyre stacking.	H	Review procedures for stacking – consider using mechanical aids.	EE			
Tocumwal Tip	27/05/15	MK	Emergency Evacuation procedures require updating to reflect current staffing.	L	Reissue evacuation procedures.	ERM			
Tocumwal Tip	27/05/15	MK	Dump point for town maintenance into Cleanaway bins is dangerous	H	Barrier installation	OM/EE			

Area	Date	Inspector/s	Hazard/Non-Compliance	Risk Level	Recommended Action	Person Responsible	Proposed Completion Date	Actual Completion Date	Verification
Finley Recycling Centre	27/05/15	MK	Emergency Evacuation procedures require updating to reflect current staffing.	L	Reissue evacuation procedures.	ERM			
Finley Recycling Centre	27/05/15	MK	Dump point for town maintenance into Cleanaway bins is dangerous	H	Barrier installation	OM/EE			
Finley Recycling Centre	27/05/15	MK	Unknown hazards during bin sorting – at wheelie bin receipt point	H	Provide adequate gloves. Consult with Store for appropriate gloves.	EE			
Finley Recycling Centre	27/05/15	MK	Needles being disposed of in bins.	H	Consider installing needle disposal units at site.	EE			
Finley Recycling Centre	27/05/15	MK	Amenities in extremely poor condition.	M	Clean and isolate from bird contamination, or remove from site. If removed, enforce procedure where gate can be closed for ten minutes to allow Supervisor to use town amenities.	EE			

- Shaded areas include items requiring immediate action, or advice on progression.