

## WORK HEALTH AND SAFETY COMMITTEE MINUTES OF MEETING

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Minutes of meeting held at 8:00am 12<sup>th</sup> December, 2013 at the Berrigan Depot.

Present: Michelle Koopman, Kevin Dunn, Andy Reeves, Jeff Manks, Ian Docking

Apologies: Karen Hanna

### **Previous Minutes**

Moved K. Dunn, seconded I. Docking that the minutes from the previous meeting, held on 14<sup>th</sup> November, 2013 be accepted. MOTION ACCEPTED.

### **RAP**

RAP reviewed. Items for discussion include:

- Shower amenities considered clear of storage items
- New shredder purchase
- Ongoing issues with the compactus
- Current status with Test and Tag

### **Inspections Tabled**

None tabled.

### **Incident Reports**

None tabled.

### **General Business**

#### **Code of Conduct Training Review**

Feedback over recent Code of Conduct training was reasonably positive.

#### **Long Clothing Policy**

The wearing of long clothing during summer months has again become a contentious issue, with several complaints over contractors not wearing long clothing as per our policy.

Council's Long Clothing Policy does not include contractors. Contractors are responsible for setting their own PPE standards unless the Council enforce "site rules", e.g. at the Workshop – Hi-vis, safety boots and ear-muffs must be worn.

#### **Heat Stress Policy**

Changes to the Heat Stress Policy are still sitting in draft whilst the Council waits for a Consultative Committee to be formed.

Workplace Inspection Timetable

The Workplace Inspection Timetable for the 2014/15 timeframe has been set and will be distributed to Committee members.

Meeting Closed : 9:00am

Next Meeting TBA

Area	Date	Inspector/s	Hazard/Non-Compliance	Risk Level	Recommended Action	Person Responsible	Proposed Completion Date	Actual Completion Date	Verification
Tocumwal Depot	24/06/09	SH & MK	Line Marker operator instructions not available on machine, or on SWMS	Med	Develop procedures.	OM/ERM	Ongoing		<i>Partially completed – procedure to be developed and included in SOP.</i>
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.	WSO			
Office	16/03/12	JM	Work areas in Technical Services cluttered, large items on floor – trip hazards	Low	Revamp to be included on Office redesign in the future.	DCS/DTS			
Office	16/03/12	JM	Archive Room – Compactus issues with weight and rolling in.	Med	Investigate solutions	DCS/DM			
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>Tender process underway</i>	EE	TBA		
Libraries	16/04/13	JM	First Aid kits not checked, without of date items and no signs to indicate location	Low	Include on inspection regime. Replace out of date items and install first aid labels.	WSO			
Libraries	16/04/13	JM	General housekeeping poor – staff areas extremely cluttered	Low	Clean areas and erect noticeboard	LM/DM			
Finley and Berrigan Water	29/07/13	AR/MK	Old First Aid kits have out of date items and have not been inspected.	High	Removed out of date eyewash – further inspection required.	WSO			
Finley and Berrigan Water	29/07/13	AR/MK	Items missing from Test and Tag regime	High	Finley – items in Soda Ash Room, Compressor and calibration equipment in control room,.	EE/AMO			<i>Partially completed</i>
Finley Water	29/07/13	AR/MK	Maintenance/ housekeeping required on buildings/access areas	High	Flaking/peeling paint on ceiling in Pump and on eaves; Doors very difficult to open and close – particularly the Chlorine Room.	EE			