



**SAFETY COMMITTEE
MEETING**

11th January 2017

**BUNBURY HARVEY REGION COUNCIL
SAFETY COMMITTEE MEETING**

DATE:	11 th January 2017
TIME:	9:00am
LOCATION:	Carmody Place
CHAIR:	Michelle
1.	PRESENT:
	Jai Jacko Brett Marti
	APOLOGY:
	Tony

ITEM	DESCRIPTION	OUTCOME	RESPONSIBLE PERSON	TIMELINE
2	PREVIOUS MINUTES			
2.1	Confirm previous meeting minutes.	<i>Minutes confirmed as true and correct.</i>	Jai Jack	11/01/2017
3	BUSINEES ARISING FROM PREVIOUS MEETING			
3.1	Near Miss Report 001 - Hook Bin Truck The hook on the old hook bin truck is worn and apparently unsafe. I'm not sure or aware of whom to ask if this needs to be inspected or tested as being a lifting device.	Hook deemed safe. Some repairs required on bins still waiting for quotes. New Non-Conformance put in regarding machine. Repairs booked for Thursday 12 th . Water cart from BR to be used at SR until repaired. Conditions placed on use of the machine until repaired. <i>Booking changed to Tuesday 17th January. Jacko was unaware of the restrictions that were placed on the vehicle. He will do competency checks with operators to make sure that the machine is being used in the correct manner.</i>	Jack	March
3.2	Household Hazardous Waste	Safety Shower/Eye Wash sign needs to be installed <i>Completed</i>	Jack	Completed
3.3	Previous Housekeeping Audit – SRWMF	Brett with Jack to review Housekeeping Audit and suggest updates that may be required. <i>Brett struggling to find time to make adjustments. Will try to get them done before next meeting.</i>	Brett / Jack	March

3.4	Jacko has raised concerns about bee stings and bites as some of the staff have already been bitten.	<p>He has asked if we can stock antihistamines. Email sent to SR, Jai and Tony 01/11/2016</p> <p>Please be advised that according to Worksafe Australia: Medication, including analgesics such as paracetamol and aspirin, should not be included in first aid kits because of their potential to cause adverse health effects in some people including asthmatics, pregnant women and people with medical conditions. The supply of these medications may also be controlled by drugs and poisons laws. Workers requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary. Some types of workplaces may require additional items to treat specific types of injuries or illnesses.</p> <p>Outdoor work</p> <p>If work is performed outside and there is a risk of insect or plant stings or snake bites, assess whether the following items should also be included in the first aid kit:</p> <ul style="list-style-type: none"> • a heavy duty crepe bandage • sting relief cream, gel or spray. <i>This is already in the First Aid Kits.</i> <p>Therefore if anyone requires Antihistamine etc they will need to supply it themselves.</p> <p><i>Jacko to let everyone know at the next toolbox meeting in January.</i></p> <p><i>Marti to create a register for staff allergies</i></p>	Michelle	Completed November
			Jack	January
			Marti	February
3.5	Stanley Road Housekeeping audit highlighted a couple of Items needing attention:	<p>The southern boundary fence requires repair.</p> <p>Jai to get quotes from fencing contractor</p> <p><i>Jacko has been liaising with Stuart from Cross's regarding ownership of the fence. Gas provider and Land Management have been involved also. The alignment of Stanley Road to be determined by Thompsons.</i></p>	Jack	February

3.6	Brett has been notified by some staff that there may be an issue with the pump used to fill the water tank.	Has requested a Manual override for the auto refill as they have to take it off the truck and place on the ground to refill which is time consuming. Tony thought that should not be the case and as we may need this in an emergency we need to get it looked at. Jack to follow up with the staff concerned and then have the pump tested for efficiency. May need to adjust the auto fill level. <i>Issue has been rectified with Jacko providing additional training as required.</i>	Jack	Completed
3.7	Jacko has concerns about the trucks hitting the limestone wall when replacing bins.	Limestone wall is in need of repair and Jacko has suggested attaching some type of skid to the wall to protect it. Tony has asked that they contact a limestone block repairer first to see if it can be repaired and what is the best way to go forward. <i>Still waiting for the contractor to turn up and have a look. Jacko is happy to have 4x2's bolted to the wall.</i>	Jack	February
3.8	Transfer Station	Bins need grinding. Jacko to go to Bunning's <i>Jacko to give list of items required to Jai so that he can source them.</i>	Jack	January
4	GENERAL BUSINESS			
4.1	Health and Safety Report	Non-Conformance reporting has increase along with awareness of the new system. Still scope for improvement. No Hazard/Near Miss reports received. <i>Recommendation: Need to impress upon staff that this is there for the safety of everyone and is not there for blame. The reports are anonymous and are part of The Safety Management System which has the commitment of Management and is to maintain a safe working environment in line with the Occupational Safety and Health Act and Regulations.</i> Since the last meeting there have been 3 incident reports received.	Michelle	Monthly

		<i>These have all been from Banksia Road which suggests they are more familiar with new policies and procedures. Additional follow up with Stanley Road to impress the importance of these reports.</i>		
4.2	Housekeeping Audits	<p>Final Housekeeping Audits received for 2016. Graph produced to show the averages for each area.</p> <p>Office varies by up to 10% each month.</p> <p>Banksia had a drop in May and made the changes required and have shown steady improvement since.</p> <p>Stanley has the lowest average mainly because they failed to complete all of the required audits.</p> <p><i>Housekeeping Audits are required to be completed on a monthly basis. This is one way to highlight a problem and have it fixed before it becomes a hazard to the safety of all concerned.</i></p>	Michelle	Monthly
5	ACCIDENTS / INCIDENTS			
5.1	Incidents / Accidents			
	MORRISON Andrew 10 th May 2016	<p>Currently on a RTW programme awaiting surgery on his shoulder.</p> <p>First surgery to right shoulder completed. Waiting on confirmation of second surgery.</p>		Ongoing
	New Report Incident # 007 SRWMF	<p>Suez truck arrived on site early and only one gate was open at the time. As he was going a bit fast, he clipped the closed gate and bent it slightly.</p> <p>Jacko spoke to Mick from Suez regarding driver and repairs to gate.</p> <p>Tony has advised that the first person in that opens the gate is to open both at once as only one gate open does not stop people entering the site. If a driver arrives early they will need to wait at the weighbridge for the facility to start equipment.</p> <p>This is the preferred option so that the truck doesn't go straight through into Cross'.</p>	Jack	Completed

		Jack advised that Sunday may be different as a truck will be able to wait on Stanley Road until opening time. If this is the case BOTH gates will need to be closed AFTER each staff member arrives. <i>Has the issue with the gates been finalised. Yes Both gates are to be left open by the first person that arrives.</i>		
	New Report Incident #008 BROPF	Driving telehandler across a flat section of the road and the window exploded. <i>This was deemed to be normal wear and tear and it was being driven on a flat surface at the time. Window replaced with tempered glass. Operator to make sure that door is closed properly so that it cannot rattle.</i>	Jai	Completed
	New Report Incident #009 BROPF	Moving mulcher to new location with the loader. Transport chains used to hook onto the truck are wrapped around the loader lifting frame had caused the eyelet hole to break the weld. <i>Operator to conduct visual checks on all welds and complete pre-start checks. New procedure adopted 30/11/2016</i>	Jai	Completed
	New Report Incident #010 BROPF	Cleaning greenwaste from back of woodhog, fibreglass hood caught on edge of woodhog causing it to break off. <i>Pre-existing damage that was not repaired. Pre-start checks to be completed. New procedure adopted 01/12/2016</i>	Jai	Completed
5.2	Hazard Reports			
		No new Hazard reports. This is a concern as this is the best way to avoid an incident. Staffs need to be made aware of the importance of reporting any perceived hazard.		Monthly
5.3	Non-Conformance Reports			
	New Report #005	Housekeeping Audit October. Southern boundary fence requires repair. <i>Discussed above in item 3.5</i>	Jack	February
	New Report #006	Housekeeping Audit November. Thoroughfares, storage areas require cleaning as access is obstructed. Kitchen area needs cleaning. <i>Emailed Jacko 14/11/2016 to request clean up. This is an ongoing concern.</i>	Jack	Completed Will require ongoing

				monitoring.
	New Report #007	Housekeeping Audit November, Electrical Test and Tag not current. Leads not stored correctly. <i>Jacko was issued with a copy of the register and instructed on what information was required.</i>	Jack	January
	New Report #008	Access and egress points to Transfer Station and Landfill area not easily identified. <i>Brett requested line markings on floor but as the main issue is the amount of items in the test and tag area, it was decided to limit the amount of items that are collected and waiting to be tested. Limit of 3 items per time and when they are completed they are to be placed in the tip shop and 3 more items can be left in the test and tag area.</i>	Jack	January
	New Report #009	Machinery areas not clean and tools not in correct place. <i>Emailed Jacko 14/11/2016 to request clean up. This is an ongoing concern.</i>	Jack	Completed Will require ongoing monitoring.
	New Report #010	A worker failed the DNA testing and was sent home. <i>Clear test received 22/12/2016 and worker returned to work same day.</i>	Michelle	Completed
	New Report #011	Asbestos was found exposed on the ground. Asbestos disposal procedure not being followed. <i>Water cart to do 2 runs per day and fill out the log. All windows in the vehicles to remain closed. Procedure updated and sent out for consultation 04/01/2017</i>	Michelle	January
	New Report #012	Worker arrived at work in shorts and short sleeved shirt. After arriving on site at the normal time the worker was allowed to go about his duties as normal. It was not noted until late in the afternoon that he had on the incorrect uniform as required. It was then decided that it was too late to send him home to change, so a verbal warning was issue. <i>Supervisor of the day should have made him aware of the uniform requirements first thing in the morning and he should have been made to go home in his own time to change.</i>	Michelle	Completed

		<i>Discussed the responsibility of the supervisor to follow appropriate procedures and to fill out a Non-Conformance if it happens again.</i>		
	New Report #013	Hook Bin Truck. Side is not connecting properly as the connection points are bent. Load is only secured by front hook lift and one side. <i>Discussed at 3.1</i>	Jack	March
	New Report #014	FIRE- Fire located North Eastern corner at Cell 4, landfill operations area. The area was unmanned at the time of the fire. Fire Brigade attended. <i>Possible cause of fire:</i> <ul style="list-style-type: none"> • <i>Contractor smoking. Unsure if this is the case.</i> • <i>Glass and paper in the pile causing ignition source.</i> <i>Letters to be sent to contractors notifying them that smoking is only allowed in designated areas which are sign posted.</i> <i>Weigh bridge operator allowed to deny entry if person is smoking upon arrival.</i> <i>Tipping area to be monitored closely on hot dry days and Water Cart to be ready and available in case required.</i> <i>DER Notified the following day.</i> It was noted that Cross's attended the site immediately and helped to extinguish the fire. Their help was most appreciated.	Jai Michelle	February
6	POLICY / PROCEDURE DEVELOPMENT REVIEW			
6.1	New Policies Introduced			
		Nil		
6.2	New Procedures Introduced			
		Handling and Disposal of Asbestos updated.		
		New operational procedures issued for BROPF.		
6.3	To be Introduced			

		Nil		
7	TRAINING REQUIREMENTS			
7.1	First Aid Training`	Commenced. Corey and Libby – 14 th November Complete Tyler – 12 th December Complete Russell – 13 th December Complete Jacko – February David - February <i>Jacko has asked that holiday rosters be checked prior to booking training sessions as it can leave him short staffed.</i>	Marti	February
7.2	Bobcat Competency Testing	Tyler has asked for Verification of Competency Tony has agreed and is working with Jacko to arrange. Jacko has spoken to training company 'FITS' and is expecting them to be on site in the next couple of weeks. <i>Jacko to call Fits Training one more time to organise or we will go with another trainer.</i>	Jack	February
7.3	Asbestos Awareness Training	Need to arrange for additional staff training in asbestos awareness as per Training Matrix. <i>Marti is waiting for response from training providers before she can proceed.</i>	Marti	February
8	ISSUES RAISED BY STAFF			
	Missing Keys	Some keys have been lost and some locks have been changed. Jai and Michelle will need front gate keys. Jacko to let Jai know what he needs so that Jai can sort this out with Southern Lock. Marti to create a key register for all staff.	Jack / Jai	ASAP
			Marti	January
	Councillor enquiries	Some staffs at Stanley Road have been directly approached by councillors with queries. These enquiries need to go through the CEO. <i>Non-Conformance put in and assigned to Tony.</i> <i>Non-Conformance #015.</i>	Michelle Tony	February
	Fuso truck door hinge	The safety hinge on the truck is broken and in need of repair. Jai to check if it is under warranty or he will arrange for Pauly to sort.	Jai	February

		<i>Non-Conformance #016</i>		
9	NEW BUSINESS			
	Trash and Treasure shop	Opening hours have changed and signs have now been put up. Education officers to put new trading hours on Facebook and the webpage.	Emma Clay	January
	Stanley Road sign on highway	It has been highlighted that the sign is inadequate. Jai to liaise with Main Roads to see if we can get an improved sign installed.	Jai	February
	Test and Tag register for SRWMF			
10	NEXT MEETING			
	Date:	March 15 th 2017		
	Time:	9:00am		
	Location:	Administration Offices. Carmody Place		