



**SAFETY COMMITTEE
MEETING**

24th MAY 2017

**BUNBURY HARVEY REGION COUNCIL
SAFETY COMMITTEE MEETING**

DATE:	24 th May 2017
TIME:	8:00am
LOCATION:	Stanley Road Compound
CHAIR:	Michelle
1.	PRESENT:
	Tony Battersby Jai Pearce Jack Stidworthy Brett Clifton MartINETTE Pieterse
	APOLOGY:
	Nil

ITEM	DESCRIPTION	OUTCOME	RESPONSIBLE PERSON	TIMELINE
2	PREVIOUS MINUTES			
2.1	Confirm previous meeting minutes.	<i>Minutes confirmed as true and correct.</i>	Jai Pearce	
3	BUSINEES ARISING FROM PREVIOUS MEETING			
3.1	Previous Housekeeping Audit – SRWMF	Brett with Jack to review Housekeeping Audit and suggest updates that may be required. Brett struggling to find time to make adjustments. Will try to get them done before next meeting. Housekeeping Audits have been updated, there are now 5: <ul style="list-style-type: none"> • Town Office • Banksia Road • Stanley Road Waste Facility • Stanley Road Compound • HHW 	Michelle	Complete
		<i>With the town office moving out to site, this will need updating again.</i>	Michelle	Completed
3.2	Jacko had raised concerns about bee stings and bites as some of the staff have already been bitten.	Discussed decision by WorkSafe regarding the supply of over the counter medications. Anyone requiring Antihistamines etc will need to supply it themselves.	Michelle	Completed
		Jacko to let everyone know at the next toolbox meeting in January.	Jack	Complete
		<i>Tony to discuss at the next staff meeting. No formal register to be kept but everyone to be made aware of who has a possible allergy. New Pre-medical testing will pick this up with all new employees.</i>	Tony	June
3.3	Stanley Road Housekeeping audit highlighted a couple of Items needing attention:	The southern boundary fence requires repair. Jai to get quotes from fencing contractor Jacko has been liaising with Stuart from Cross's regarding	Jai Tony	July

		<p>ownership of the fence. Gas provider and Land Management have been involved also. The alignment of Stanley Road to be determined by Thompsons.</p> <p><i>Waiting on quotes. Will need to be included in the Budget review. Bunbury to Dampier pipeline to be notified prior to work commencing.</i></p>		
3.4	Jacko has concerns about the trucks hitting the limestone wall when replacing bins.	<p>Limestone wall is in need of repair and Jacko has suggested attaching some type of skid to the wall to protect it.</p> <p>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.</p> <p>Still waiting for the contractor to turn up and have a look. Jacko is happy to have 4x2's bolted to the wall.</p> <p><i>Spoke to contractor but delay was approx. 2 months.</i></p> <p><i>Jack conducted extra training for the drivers and all were made aware of where to leave the bins to avoid hitting wall on collection. This is now working fine. Will continue to monitor the situation.</i></p>	Jack	Complete
3.5	Transfer Station Bins	<p>Bins need rough edges grinded back.</p> <p>Items requested have been purchased.</p>	Jack	Complete
3.6	Test and Tag register for SRWMF	<p>Banksia Road, compound and the main office registers are complete. Still waiting for Stanley Road.</p> <p><i>Town Office and Compound will need to be redone as they are now in the same location.</i></p> <p>Tyler has indicated that he is not confident in Test and Tag although he has completed the training course. Dan is to complete any testing and tagging required.</p> <p>All electrical goods have been removed from the shop until they are tagged. <i>Check where the signs are.</i></p> <p><i>Stanley Road register is now complete, Michelle to go and check where it is and add it to the electronic copy.</i></p> <p><i>Need to arrange a time for Dan to do the initial testing once the</i></p>	Michelle Jack	June June

		<i>register is updated.</i>		
3.7	Stanley Road sign on highway	<p>It has been highlighted that the signage is inadequate.</p> <p>Jai to liaise with Main Roads to see if we can get an improved sign installed.</p> <p>New signs have been ordered.</p> <p><i>Jai is waiting on approval from Main Roads before finalising.</i></p>	Jai	June
3.8	Missing Keys	<p>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.</p> <p><i>This was complete in January.</i></p> <p>New issue with keys. Locks to be changed and keys issued to only the staff that require them.</p> <p><i>For security purposes, locks to be changed so that you only have a key for the area you need to have access to.</i></p> <p>Marti to create a key register for all staff.</p>	Jai Marti	June June
4	GENERAL BUSINESS			
4.1	Health and Safety Report	<p>After consultation with some employees the Non-Conformance, Incident/Near Miss forms have been replaced with just one form for reporting all incidents. It was suggested that the wording on the forms were a bit harsh and may lead to workers not using them.</p> <p>The numbering system also received an over haul and they are now saved by Category then Title not Number. This is thought to make them easier to find.</p> <p>Reporting has greatly improved with most people now aware that these forms are not for laying blame but to improve our work practices.</p> <p><i>See Attachments</i></p>	Michelle	Monthly
4.2	Housekeeping Audits	<p>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.</p> <p>No Housekeeping Audits received from Town Offices, Banksia</p>	Michelle	Monthly

		Road or Stanley Road Waste for the month of April. Please make sure these are completed Monthly as required. <i>Report attached</i>		
5	INCIDENT REPORTS			
		<i>See Attachments</i>		
6	Hazard and Risk Management Reports			
6.1	Risk Management	In consultation with LGIS, I have been working on a new Hazard and Risk Management Strategy. Forms are being reviewed and updated. Consultation and training with everyone is to commence at the end of June. <i>See Training 8.5</i>	Michelle	Completed
6.2	Hazard and Risk Assessments	No Hazard reports have been received as yet although Risk Assessments have been carried out on the machinery used at Banksia Road. These were done in consultation with Jai, Russell and Dave and are available for anyone that wants to have a look. I am hoping that after the training session with LGIS that we will get a few Hazard Reports coming through.	Michelle	Completed
6.3	Job Hazard Analysis	LGIS have suggested that we implement JHA system. Banksia Road has also requested this so in consultation with them, we have produced a form and are currently reviewing it with Russell and Dave. Once the format has been agreed upon, (it has been approved by LGIS) we will start consultation with SR with the hope of implementing this in the next 3 months.	Michelle	August
7	POLICY / PROCEDURE DEVELOPMENT REVIEW			
7.1	New Policies Introduced			
		Motor Vehicle Management. This covers ALL motor vehicles owned by BHRC excluding the CEO as his vehicle is covered under his contract conditions.		Complete
7.2	New Procedures Introduced			

		Two-Way Radio Communications.		Complete
7.3	To be Introduced			
		Draft Security Surveillance Policy has been put on hold as the only surveillance conducted at the moment is the Security cameras that cover the weighbridge and all staffs are aware of these. No GPS devices are in any machinery. <i>This will be reviewed in line with the Landfill Management Plan as 2 vehicles will have GPS capability to measure levels etc although they will by default allow for GPS tracking.</i>	Tony	August
		Work is continuing on procedures for Stanley Road with consultation to occur as they are finalised.		
8	TRAINING REQUIREMENTS			
8.1	First Aid Training	Commenced. <i>Jacko has asked that holiday rosters be checked prior to booking training sessions as it can leave him short staffed.</i> Dan – June 8 th Jai – June 26 th	Marti	February
8.2	Bobcat Competency Testing	Tyler has asked for Verification of Competency. <i>Tony to check on companies available for future training requirements.</i>	Tony	June
8.3	Asbestos Awareness Training	24 th May at Stanley Road. Brett, Michelle, Murray, Dan, Jack, Libby and Tyler to attend. <i>Marti to be made aware of any changes to personnel attending training prior to attendance.</i>	Marti	Complete
8.4	HHW Training	10 th May at the Millar Road Landfill Facility. Brett and Murray attended. Feedback was not that positive but I have been working with Taz to make the training more sites specific. Unfortunately the only way to correctly identify the chemicals is to read the MSDS which can be quite time consuming; no cheat sheet is to be provided. <i>Discussed the need for staff to make sure they locate the MSDS for correct placement of chemicals received.</i>		Complete

8.5	Hazard and Risk Management - LGIS	8:00am – 9:00am 28 th June. All SR staff and Russell from BR		
8.6	Roles and Responsibilities - LGIS	9:30am – 10:30am 28 th June. Required to attend: <ul style="list-style-type: none"> • Tony • Jai • Jack • Michelle • Russell • Brett 		
9	ISSUES RAISED BY STAFF			
	Helmet for driving the 4WD motorbike.	<i>Helmet supplied is old and for hygiene purposes it needs to be replaced. A new one is located on site and is to be changed over. Will investigate swapping vehicles with Banksia Road as that one has seat belts and will eliminate the need for a helmet. Will need to check licencing requirements for when it is used on the public area of Stanley Road.</i>	Jai	June
	Stillage's containing paint waiting for collection from Toxfree as part of the HHW programme have no cover so can fill with water when it rains.	<i>Toxfree charge by weight which is paid by the HHW programme, so no cost to BHRC. While this is not ideal we do not have the capacity to store undercover.</i>		Complete
	Paint storage for HHW	<i>Empty paint cans and aerosols can be placed in the metal bin. Consider using the water based paint in the composting processes. Trial first. Caged container for the aerosols to be placed in the shed at night to mitigate possible vandalism and graffiti.</i>	Jai Jack	Trial Monitor
	Contractor Evaluations	<i>Re-iterated the need for the Contractor Evaluations to be completed prior to any work commencing. Starting a Preferred Supplier Register.</i>	Michelle	Complete
10	NEW BUSINESS			
10.1	Water Filtration System – Stanley Road	There were a few issues about the water quality at SR. Filters and UV lamp has now been replaced in the hope that this will fix the issue. This will need to be done on a yearly basis.		Complete
10.2	Inappropriate Two-way radio conversations	Tony held a tool box meeting to discuss the inappropriate conversation over the radio. All staffs are aware of their		Complete

		obligations when using the two-way. New procedure implemented.		
	Meeting closed 9:30am			
11	NEXT MEETING			
	Date:	16 th August 2017		
	Time:	8:00am		
	Location:	Stanley Road Compound		