



**SAFETY COMMITTEE
MEETING**

5th October 2017

**BUNBURY HARVEY REGION COUNCIL
SAFETY COMMITTEE MEETING**

DATE:	5 th October 2017
TIME:	8:30am
LOCATION:	Stanley Road Compound
CHAIR:	Michelle
1.	PRESENT:
	Tony Battersby Jai Pearce Jack Stidworthy MartINETTE Pieterse Daniel Barker
	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	Complete
3	BUSINEES ARISING FROM PREVIOUS MEETING			
3.1	Please Note:	This meeting has been delayed from August as Brett resigned and we needed to elect and train another Safety Rep for Stanley Road. Congratulations to Dan for becoming the new Safety Rep.	Michelle	Complete
3.2	Michelle	In the meeting held in January it was incorrectly noted that an incident had occurred at Banksia Road when Dave was moving the mulcher. Incident No. #009 Dave was NOT the operator of the vehicle. All of the paperwork correctly indicates that he was not the operator. This paperwork has been forwarded to Dave to review. This error was made by me and I sincerely apologise to Dave for the mistake.	Michelle	Complete
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 ownership of the fence. Gas provider and Land Management have been involved also. The alignment of Stanley Road to be determined by Thompsons. <i>Work has commenced by Cross's</i>	Jai	Ongoing
3.4	Test and Tag register	Test and Tag registers all finalised. Waiting for them to be completed. All areas area now non-compliant. <i>Jack to arrange a time for Dan to commence the Test and Tag. Banksia to be completed within the month.</i>	Jack	November

3.5	Stanley Road sign on highway	<p>It has been highlighted that the signage is inadequate. Jai to liaise with Main Roads to see if we can get an improved sign installed. New signs have been ordered. <i>New signs installed and looking great.</i></p>	Jai	Complete
3.6	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. <i>This was complete in January.</i> New security issue with keys have been identified. For security purposes, locks to be changed so that you only have a key for the area you need to have access to. <i>Locks have been upgraded and keys issued on an as needs basis.</i> Marti to create a key register for all staff. <i>Completed.</i> <i>Marti has requested a lock box to house spare keys.</i></p>	Jai <i>Marti</i>	Completed <i>November</i>
3.7	Helmet for driving the 4WD motorbike.	<p>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. <i>Banksia Roads vehicle is now on site at Stanley Road.</i></p>	Jai	Complete
3.8	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.	<p>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 have emailed Toxfree asking for suggestions but to this time, I have not received a response. <i>Toxfree have supplied additional bags to be placed over the closed lid to ensure no water gets in.</i> <i>This was not completed prior to Toxfree collection 02/10/2017</i> <i>All staff to be made aware that the paint stillage's need to be covered at all times.</i> <i>Contaminated water is to be decanted into separate container to be added to the HHW for next collection.</i></p>	Michelle <i>Jack</i>	<i>Needs to be completed before current stillage is filled</i>

3.9	Paint storage for HHW	Empty paint cans and aerosols can be placed in the metal bin. Caged container for the aerosols to be placed in the shed at night to mitigate possible vandalism and graffiti. This appears to be going well	Jai Jack	Trial/Monitor Complete
3.10	Fire Extinguishers – For households only, not commercial.	We now put these through the HHW programme as it appeared they were being landfilled. This was not passed onto staff and unfortunately the full container that we had collected was landfilled 2 days before Toxfree came to collect. All staff to be informed that these will no longer be going to landfill. <i>All staff to be made aware of this.</i>	<i>Jack</i>	<i>ASAP</i>
3.11	Gas Bottles	Gas bottles are collected for scrap but there appears to be an issue with small amounts of gas left in the bottles. If a staff member can use this gas for personal use they can as long as they return the bottle for disposal. Any bottle that cannot be used and still has gas in it will now go through HHW program with all empty bottles still going to scrap. <i>Discussion held regarding this new way of disposal of gas bottles.</i>	<i>Jack to notify all staff</i>	<i>ASAP</i>
3.12	Contractor Evaluations	Re-iterated the need for the Contractor Evaluations to be completed prior to any work commencing.	Michelle	Complete
4	GENERAL BUSINESS			
4.1	Health and Safety Report	As attached	Michelle	Monthly
4.2	Housekeeping Audits	As attached	Michelle	Monthly
5	INCIDENT REPORTS			
		As attached		

6	HAZARD AND RISK MANAGEMENT REPORTS			
6.1	Risk Management	<p>In consultation with LGIS, we have been working on a new Hazard and Risk Management Strategy. Forms are being reviewed and updated.</p> <p>Consultation and training with everyone is to commence at the end of June. <i>See Training</i></p> <p><i>Non-Conformance reporting form has been reinstated. Work is continuing on the Risk Assessment with the HHW now completed ready for further consultation.</i></p> <p><i>LGIS have completed training.</i></p>	Michelle	Completed
6.2	Risk Assessments	<p>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.</p>	Michelle	Completed
6.3	Job Hazard Analysis	<p>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.</p>	Michelle	Ongoing
7	POLICY / PROCEDURE DEVELOPMENT REVIEW			
7.1	New Policies Introduced			
		<p>Security Surveillance</p> <p><i>Still need some staff to return the signed copies to Martinette.</i></p>	Jack	November
7.2	New Procedures Introduced			
		QMS012 Safety Issue Resolution		
		<p>DRAFT QMS013 Hazardous Substances</p> <p><i>This is for the chemicals that we use on site and is not for HHW</i></p>		
		OP007 Traffic Control Transfer Station Removal and		

		Replacement of Bins <i>This has been implemented after changes were made and training has taken place.</i>		
		DRAFT OP008 Danger and Out of Service Tagging <i>Draft only</i>		
7.3	To be Introduced			
		OP009 Manual Handling		
		Work is continuing on procedures for Stanley Road with consultation to occur as they are finalised.		
8	TRAINING REQUIREMENTS			
8.1	Bobcat Competency Testing	Tyler has asked for Verification of Competency. <i>Jai to arrange for a competent training provider</i>	<i>Jai</i>	<i>February</i>
8.2	Hazard and Risk Management - LGIS	28 th June. LGIS conducted Hazard and Risk Management training at SR with all SR staff and Russell from BR <i>All staff that was available attended the training workshop. Those not here on the day have a hardcopy available that covered the discussions held.</i>		Complete
8.3	Roles and Responsibilities - LGIS	28 th June. LGIS conducted Roles and Responsibilities training. In attendance were: Tony, Jai, Jack, Michelle, Russell and Brett. <i>Hard copy has been made available for anyone requesting it.</i>		Complete
8.4	Management Training	Have been working with LGIS on getting some Management Training but are looking at other training providers also. <i>To commence for selected staff in October</i>	Michelle	Complete
8.5	Manual Handling	LGIS completed Manual Handling training at SR on 27 th September. Feedback so far has been positive.	LGIS	Complete
9	ISSUES RAISED BY STAFF			

10	NEW BUSINESS			
	It has been asked that name be removed from Incident Reports and the term <i>Operator</i> be used instead.	In consultation with LGIS it was agreed to remove the names from meeting minutes and replace it with <i>Operator</i> but to keep the names on the Incident Report. The most important thing is that we understand that these forms are not for laying blame but as an opportunity for improving the systems that we have in place to create a safer working environment for all staff. <i>These changes have been implemented. 09/06/2017</i>	Michelle	Closed
	Large sliding door to the Transfer Station Shed	The door was repaired last week but not satisfactory. Rollers at the top have been replaced with extra added for additional strength but they are not the correct size so cannot be adjusted to suit the roller along the bottom. This allows the door to swing if not opened correctly making it a hazard. <i>Jai to contact the repairer and request they come and have another look and make the necessary adjustments.</i>	Jai	05/10/2017
	Clothing Issue	There was a delay in finalising the clothing issue with a couple of jackets no longer available. Should be ready for collection in the coming couple of weeks.	Marti	Complete
	Clean fill delivered by Cross's	There was a concern with some of the clean fill delivered to site from Cross's regarding contamination. This was confirmed in an independent test carried out. The contaminated soil was sectioned off until discussion with Cross's and they agreed to remove it all from site. The removal should be finished by the end of this week.	Tony	Completed
	3 rd gear on the hook truck has been causing some issues	Repairs to gear box to be discussed with Paul and repaired.	Jai/Jack	ASAP
	New Safety Campaign	October is Safe Work month so we I have started a SPOT THE HAZARD campaign for all staff in the hope of getting everyone to highlight any issues that they see. Please join in, the more we get the better our sites will become.	Michelle	October

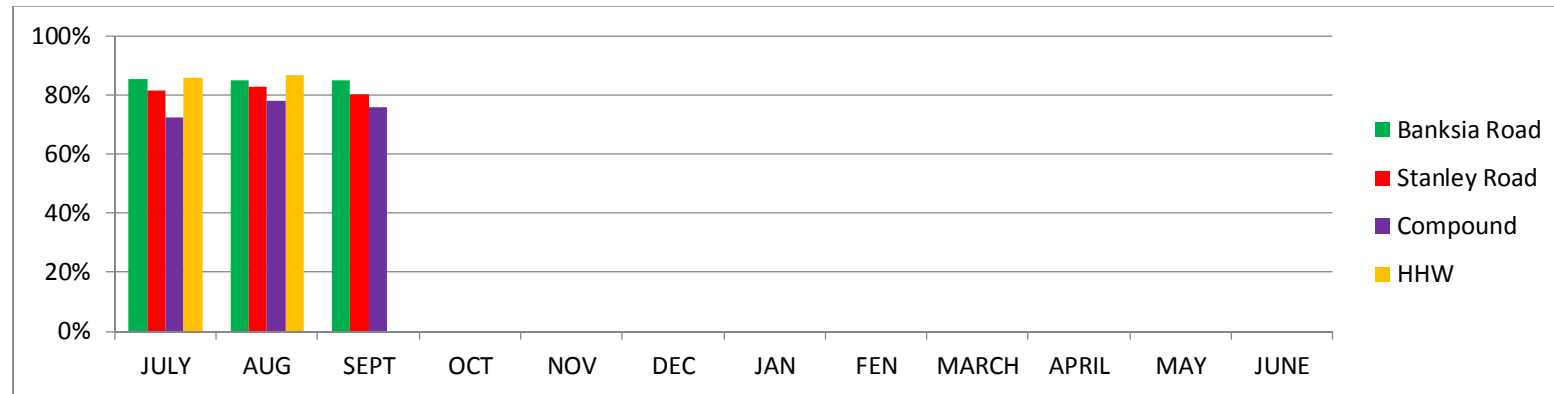
	Dan Barker	<p>Dan lasted through his first Safety Meeting but wanted to make sure that everyone was aware of what the role of a Safety Rep is. He is not here to fix any issue that you may have but more to assist and support if required. Please remember that everyone has a responsibility to highlight any safety issues in the workplace not just the safety rep.</p> <p>Please see Dan's memo attached.</p>	<i>Dan</i>	<i>Completed</i>
	Meeting closed 9:20am			
11	NEXT MEETING			
	Date:	7 th December 2017		
	Time:	8:00am		
	Location:	Stanley Road Compound		

SAFETY COMMITTEE MEETING 5TH October 2017

Housekeeping Reports

Housekeeping Audits have been updated with the inclusion of the 2 offices in the compound. We now have 4 Audits:

- Banksia Road
- Stanley Road
- HHW Area
- Office Compounds



Since the start of this financial year, there has not been much change in the reporting. My concern is that these are not being used correctly to highlight the issues that arise on site.

Septembers audit for HHW came back with a few items on it that made no sense. This was sent back for confirmation but no feedback yet provided.

Please take the opportunity to highlight anything that may be an issue when doing the audit.

Health and Safety Report

Since the last meeting in May, we have had 18 Incident/Accident reports and 4 Non-Conformance reports. (The main reason for only having 4 Non-Conformance reports is that these have only been re-instated since September.)

ACCIDENTS / INCIDENTS				
Type	Banksia Road	Off Site	Stanley Road	TOTAL
Accident	5		3	8
Incident	1		4	5
Opportunity			4	4
Other	1			1
Plant				
TOTALS	7		11	18

Of the 8 Accidents, 2 required minor medical treatments, 4 were damage to equipment and 2 were related to damage caused by break-ins.

The 5x Incidents did not involve medical treatment or repair costs and the Opportunities highlighted were resolved. The 1x under 'other' involved the Goats at Banksia Road and they have since been removed.

2 of the incidents remained 'open' longer than 14 days and of the 18 in total only 1 remains open.

05-September-2017	Stanley Road	Paint Storage	Opportunity	TOXFREE have complained about the paint that is stored ready for collection and are refusing to remove it.	Given to Jack to organise to decant contaminated water into a container. 06/09/2017
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We still have 2 opened incidents carried over from previous reports that involve the Workers Compensation claim for Andrew Morrison.

The 4 Non-Conformances have been referred onto the relevant people.

Stanley Road	Transfer Station	Driving the bobcat in the opposite direction to the traffic management arrows. This was done one day after discussion held about Traffic Flow. Operator informed that all vehicles need to follow traffic management in the area. <i>Completed</i>
Stanley Road	Transfer Station Storage Shed	T&V Fencing on site installing fenced off area. One of the employees in shorts. They have been notified that they need long pants and will not be allowed on site in the future without them. <i>T&V were aware of what they required and at the time of their induction were given a verbal warning regarding shorts. They returned to site the following day in the correct PPE.</i>

Stanley Road	Water Cart	The Water Cart is not connecting properly with the grips on the hook bin truck. This may be an issue with the rollers on the Hook Bin Truck. <i>The hook has been assessed by the relevant engineers and deemed safe and not requiring repair at this time. Along with the grip, this is safe to use. No repair needed.</i>
Banksia Road	Site	Test and Tag not current. <i>Jack to organise for Dan to complete all the test and tag. He is start with Banksia Road this month. Day to be confirmed.</i>

Copy of the incident register since last meeting

Accident / Incident						
SITE	TYPE	WHAT HAPPENED	CAUSE	CORRECTIVE ACTION	ISSUE	OPEN / CLOSE
Banksia Road	Accident	While bending over changing hoses on Implements, phone fell out of shirt pocket. It was raining at the time and I was unaware.	No bottom no Velcro on shirt pocket.	After realising I had misplaced my phone, I searched in the mud but could not find it.	Other	Closed
Banksia Road	Accident	BROPF and Dardanup Waste broken into.		Police Report 010817070688849.	Other	Closed
Banksia Road	Accident	While driving off the weighbridge at Banksia Road, cut the corner too sharp. It was raining heavily at the time and mirrors were wet and vision low.	Appeared to have turned into Banksia Road from the weighbridge too soon and clipped the concrete at the end of the weighbridge. Damaged 2 tyres and rims.	Parked up and waited for the Tyre Place to arrive to change tyres.	Operational	Closed
Banksia Road	Accident	While loading the staples into the staple gun let off staple into finger.		Minor Medical Treatment required.	Operational	Closed
Banksia Road	Incident	Upon arrival to open the main front gate the BHRC lock had been cut off.	Water Corporation was working on their property the day before and had been locked in when we closed the previous day. To vacate Banksia Road they had to cut the lock off.	Lock was replaced and Water Corp notified that they need to inform staff if they are going to be late on the property.	Other	Closed
Banksia Road	Other	Goats on site.	Goats are on site for weed control.	Forwarded to Tony. 19/07/2017 Goats have been removed from site.	Operational	Closed

Stanley Road	Accident	Crushed Thumb while taking an edger out of the metal bin.	Caught thumb in between handle and side of bin, crushing it.	Discussed different type of gloves available and lifting techniques used.	Operational	Closed
Stanley Road	Accident	Loading cardboard and the Hydro lift arm broke.	Nationwide recall on this part as it was faulty. We were not aware of recall.	Arm has been replaced with a heavy duty part.	Operational	Closed
Stanley Road	Accident	Boundary fence compromised.	Wood placed on fence and pushed with vehicle to knock it over to gain access to firewood. Tree cut down.	Fence has been repaired.	Other	Closed
Stanley Road	Accident	Lowering washing machine into metal bin using bobcat. Lid came off washing machine and smashed the windscreen.	Washing machine flexed and the plastic lid came off and hit the windscreen breaking it.	Bobcat put into the shed to await repairs. Repairs completed.	Operational	Closed
Stanley Road	Incident	Walking through the HHW area and noticed that a container of degreaser was leaking.	Damaged container	Container placed onto banded pallet and area cleaned up.	Other	Closed
Stanley Road	Incident	While putting HHW into the storage containers the door with operator inside.	Emergency handle inside the container did not open.	New maintenance schedule put in place and added to the monthly Housekeeping Audit.	Operational	Closed
Stanley Road	Incident	Staff member was sorting the cardboard for baling and was smoking inside shed.			Other	Closed
Stanley Road	Incident	Pushing up greenwaste over the wall into the bins for removal using the loader as the bobcat was out of commission.	Jack has spoken to all staff on site this morning and informed them until further notice that all truck movements in the Transfer Station are to be controlled by a Spotter. Spotter is to stop all traffic at the first bin, from entering the site while there is a truck in the area. All vehicles on site are to be spoken to, this will ensure that they are not in the way and do not move. If they are finished or may get in the way, then the truck is to wait for them to leave site.	Procedure introduced after testing and consultation.	System	Closed
Stanley Road	Opportunity	When collecting the greenwaste bin from the transfer station for disposal it was noted that one side grab did not connect correctly.	Bent side section on bin	Bin was placed in repair area and not to be used until fixed. After discussions with Jack it was decided no further action to be taken. Guys to walk around bin prior to lifting to inspect for damage.	Operational	Closed

Stanley Road	Opportunity	No lighting on the office block	New lighting installed.		Other	Closed
Stanley Road	Opportunity	A few customers that come in do not have two-way radio communication. This makes it hard to communicate with them. There have been a few close calls and rubbish left in the wrong area due to not being able to communicate with them.	Instant Waste	Michelle has emailed the operations dept. of Instant waste to raise concerns and confirm if they have communication. Waiting on response. No response received.	Other	Closed
Stanley Road	Opportunity	TOXFREE have complained about the paint that is stored ready for collection and are refusing to remove it.		<i>See meeting minutes</i>		Open

Issues for meeting

Communication regarding safety rep role

This is the first safety meeting I've attended as Safety Rep and we have not had a staff meeting at which I was present since I've become Safety Rep.

I sense a little confusion among the operators and transfer station staff as to what the Safety Rep's role is and I would like the safety rep role clarified to everyone.

I suspect there is a perception that the safety rep carries more responsibility for safety issues than others and as I understand it, that simply isn't the case under the law.

The essential point is that safety issues are *everyone's responsibility* to the extent that their power allows them to take action and the role of the Safety Rep is to support those who wish to raise a safety issue and if necessary formalise the addressing of any issues that arise if workers feel they are not being addressed.

The safety rep has no more responsibility to raise or address safety issues than anyone else – its role is to assist with support and follow up (If management doesn't resolve the issue(s)) and ultimate *responsibility* for addressing safety issues of course will lie with those with the power and authority to address a given issue within the organisation itself.

I would think this can be clarified by either giving everyone a copy of this memo or by having it referred to in a staff/toolbox meeting. It should help management get everyone to be proactive on safety as I'm sure no one wants safety issues left unaddressed (such things as trip hazards and tools left lying around springs to mind) simply because they don't consider it 'their job' to deal with them.

Tags for dangerous equipment

I refer to the note on the notice board (which says we aren't getting tags until the policy documentation is done) and note that we have still not been supplied with tags to alert people to the dangers of defective machines. As far as I'm aware, there is a policy (however early in its incarnation) in place, but we do not have any tags. Can we please have these tags as we need to be able to properly alert operators and staff to potential hazards with equipment, and we have had at least one truck temporarily out of action and not been able to tag it appropriately.

Notification of work delays

Last week Jai was kind enough to let me know of the difficulty he was having regarding getting contractors to address the repairs to the shed door. I really appreciated this as I could then tell the others why there was a delay this helps significantly in getting everyone to attend to safety issues as most will understand delays out of our control. Without explanation, people will tend to assume their concerns are being ignored, which may not be what is happening at all, as was the case with the door. Thanks.

That's all I have for this meeting, thank you.

Dan