



**SAFETY COMMITTEE  
MEETING**

**18<sup>th</sup> January 2018**

**BUNBURY HARVEY REGION COUNCIL  
SAFETY COMMITTEE MEETING**

DATE:	18 <sup>th</sup> January 2018
TIME:	8:15am
LOCATION:	Stanley Road Compound
CHAIR:	Michelle
<b>1.</b>	<b>PRESENT:</b>
	Tony Jai Jack Dan Martinette
	<b>APOLOGY:</b>
	Nil

ITEM	DESCRIPTION	OUTCOME	RESPONSIBLE PERSON	TIMELINE
<b>2</b>	<b>PREVIOUS MINUTES</b>			
2.1	Confirm previous meeting minutes.	<i>Minutes confirmed as true and correct.</i>		
<b>3</b>	<b>BUSINEES ARISING FROM PREVIOUS MEETING</b>			
3.1	Test and Tag register	Test and Tag registers all finalised. Waiting for them to be completed. <i>Transfer Station has been complete but Weighbridge Office still not completed. It was agreed that this would be done at Dan's convenience when the new office arrives.</i>	Dan	<i>February/ March</i>
3.2	HHW Storage	<ul style="list-style-type: none"> <li>• Empty paint cans and aerosols can be placed in the metal bin.</li> <li>• Caged container for the aerosols to be placed in the shed at night to mitigate possible vandalism and graffiti.</li> <li>• Empty gas bottles go to scrap metal. Gas bottles still containing gas go to HHW for collection.</li> <li>• Fire extinguishers go through HHW.</li> </ul> <i>Signage to be updated when the transfer station signage is completed. Floor to be painted to identify the DROP OFF POINT.</i>	Jai Jack	<i>February/ March</i>
<b>4</b>	<b>GENERAL BUSINESS</b>			
4.1	Health and Safety Report	As attached	Michelle	<i>Monthly</i>
4.2	Housekeeping Audits	As attached	Michelle	<i>Monthly</i>
<b>5</b>	<b>INCIDENT REPORTS</b>			
5.1		As attached	Michelle	<i>Monthly</i>
<b>6</b>	<b>HAZARD AND RISK MANAGEMENT REPORTS</b>			
6.1	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	<i>Ongoing</i>

		<i>It was decided that a JHA system would not work for the Transfer Station on a day to day basis but would be more suited to new tasks. More work to be done as time permits.</i>		
<b>7</b>	<b>POLICY / PROCEDURE DEVELOPMENT REVIEW</b>			
7.1	<b>New Policies Introduced</b>			
		Security Surveillance Still need some staff to return the signed copies to Martinette. <i>Some Operations staff has still not completed the form.</i> <i>New forms issued for signing.</i>	Jack	<i>Immediately</i>
7.2	<b>New Procedures Introduced</b>			
		OP011 Snake Awareness	Michelle	
		OP013 Tip Face Fires	Michelle	<i>Draft</i>
7.3	<b>To be Introduced</b>			
		OP009 Manual Handling	Michelle	<i>Ongoing</i>
		OP010 Shift Hand Over	Michelle	<i>Ongoing</i>
		OP012 Weighbridge Operations	Michelle	<i>Ongoing</i>
		Work is continuing on procedures for Stanley Road with consultation to occur as they are finalised.	Michelle	<i>Ongoing</i>

<b>8</b>	<b>TRAINING REQUIREMENTS</b>			
8.1	Bobcat Competency Testing	Tyler has asked for Verification of Competency. <i>Jai is waiting for the trainer to confirm a time as he has just returned to work from the Christmas break.</i>	Jai	February
8.2	Leadership Training	Jai and Corey have completed the class based training and are finalising their assignments.	Michelle	Complete
8.3	De-Gas Training	Work has been completed with Sean from Transearth and training for our staff to have De-gassing of fridges done in house to commence. Jack, Libby, Dan and Tyler have been chosen to complete the training.	Jai	February/ March
<b>9</b>	<b>ISSUES RAISED BY STAFF</b>			
9.1	Drinking Water	<i>Discussions have been had regarding clean drinking water in the Transfer Station. A TRIAL to commence with 600ml bottled water. Recycle bin to be placed in the staff room to ensure that all bottles get recycled.</i>	Tony	January
9.2	Cool down breaks	<i>With the recent hot weather that we have had, please ensure that you take a break when you need to but they need to be taken in the kitchen area where there is air-conditioning for the best benefit to you. Thank you to Jack for supplying Icy-Poles in the hot weather that we have been having lately.</i>		
9.3	Mobile Phone Usage	<i>It is understood that in some circumstances employees may need to use their mobile phone to make or receive a personal call. You are reminded that any non-urgent mobile phone usage is not permitted during working hours.</i>		
<b>10</b>	<b>NEW BUSINESS</b>			
10.1	Pre-start Books	<i>Pre-printed Pre-Start books to be reviewed before we need to re-order. Please raise any concerns that you have so that we can have a better book printed.</i>	Jai	
	Meeting closed 8:52am			
<b>11</b>	<b>NEXT MEETING</b>			
	Date:	22 <sup>nd</sup> March 2018		
	Time:	8:15am		
	Location:	Stanley Road Compound		

## Health and Safety Report

Since the last meeting in October, we have had 24 Incident reports and 4 Non-Conformance reports.

- 5 - Banksia Road
- 18 - Stanley Road
- 1 - Offsite

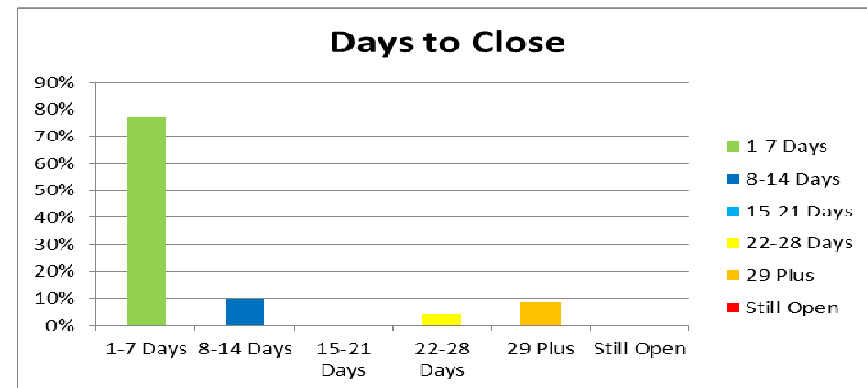
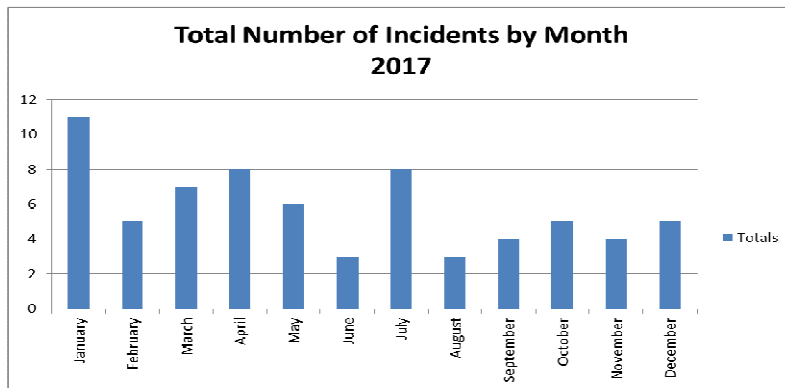
ACCIDENTS / INCIDENTS				
Type	Banksia Road	Off Site	Stanley Road	TOTAL
Accident			3	3
Incident	3		8	11
Opportunity	2		4	6
Other		1	3	4
<b>TOTALS</b>	<b>5</b>	<b>1</b>	<b>18</b>	<b>24</b>

Of the 3 Accidents, only 1 required some form of treatment. (Battery acid was splashed onto clothing and the operator had to remove shirt and replace with a new, clean one.) There were no Accidents that required medical treatment and no Lost Time Injuries.

Incident reports included 3x Break-ins and 3x small tip face fires. A new procedure has been implemented for extinguishing tip face fires.

Only 4x Incidents remain OPEN but each are waiting for works to be completed. The 4 Non-Conformances have been dealt with and completed. We still have 2 opened incidents carried over from previous reports that involve the Workers Compensation claim for Andrew Morrison.

Total numbers of incidents for 2017 were 71 with nearly 80% of them closed within 7 days. The reports that remained open for longer than the month were incidents that required substantial repairs and needed to go through the Purchasing requirements which can take a bit longer. Overall it is a great effort.



### October Safe Work Month

October was Safe Work month and we started a SPOT THE HAZARD campaign for all staff in the hope of getting everyone to highlight any issues that they see. During the month I received 34x Hazard Reports which was a fantastic effort. I have not received 1 report since. If we can *Spot the Hazard*, we can make adjustments before an incident occurs.

To make hazard reporting easier, we are looking at getting some books printed for highlighting any issues that arise that need some sort of action to repair or make safe. These will be in ALL BHRC vehicles, each office and the staff rooms.

Anyone can fill one in at any time. These books are for anything not just safety related.

### Housekeeping Audits

A request for review of the Stanley Road Housekeeping Audit has been issued to Dan. This request was initially given to Brett at our first meeting but he never found the time to complete the review.

Banksia Road is the only one to complete ALL Housekeeping Audits so far this financial year. Missing so far:

- Stanley Road - November
- HHW – September, November
- Office Compound – October, December

The point of the audit is to find and fix any little thing highlighted. It is part of our Compliance obligations to complete all of these on a monthly basis.

