



**SAFETY COMMITTEE
MEETING**

24th August 2016

**BUNBURY HARVEY REGION COUNCIL
SAFETY COMMITTEE MEETING**

DATE:	24 th August 2016
TIME:	9:10am
LOCATION:	Carmody Place
CHAIRPERSON:	Michelle
1.	PRESENT:
	Tony Battersby Jai Pearce MartINETte Pierterse Brett Clifton
	APOLOGY:
	Jack Stidworthy – On leave

ITEM	DESCRIPTION	OUTCOME	RESPONSIBLE PERSON	TIMELINE
2	PREVIOUS MINUTES			
	Confirm previous meeting minutes.	<i>As this is the first meeting of the Safety Committee, there are no previous minutes.</i>		
3	BUSINEES ARISING FROM PREVIOUS MEETING			
3.1		<i>As this is the first meeting there is no business from the previous meeting.</i>		
4	GENERAL BUSINESS			
4.1	Health and Safety Report	See Attachment 1 <i>Discussed the report</i>	Michelle	Monthly
4.2	Housekeeping Audits	Housekeeping Audits were introduced in January 2016. See Attachment 2 for results. SRWMF has a substantial drop in rating percentage for the month of July as the form wasn't completed and work was continuing to bring the Emergency Safety Equipment up to the required standard. This site should have an improvement noted by the end of this month. Over the coming months I hope to update the Audit form to make it more site-specific. Improvements to all sites required. <i>Need to add HHW section.</i> <i>Brett together with Jack to review the Housekeeping Audit and suggest updates that SR need to add to the form.</i> <i>Brett to alternate the Housekeeping Audit through different people on site so that the same person is not always doing the audit.</i>	Michelle Brett	October October

4.3	Household Hazardous Waste	<p>On Wednesday 10th of August Tazra from WALGA and Craig from Toxfree came on site to conduct HHW training and to review the HHW storage facility.</p> <p>The training went well with most people attending finding it useful.</p> <p>The site review has come up with some areas of concern but generally overall was very pleasing.</p> <p>The main issue was with the Emergency Shower but that is already scheduled in and progressing well. This is also the reason that the Unknown Chemicals have not been tested as there needs to be working safety management in place prior to Chemcare coming on site and testing the chemicals.</p> <p>A small amount of work needs to be done on the shelving inside the containers to maintain undertaken by staff currently. A new First Aid kit has been purchased specifically for this area and will be in place in required separation distances. This is being the next few weeks.</p> <p>Other works highlighted will be prioritised and completed over the next 6 months.</p> <p><i>Look into lighting for above the HHW Emergency Shower. Need signage.</i></p> <p><i>Will need to budget for a cover over the Drop Off point to stop water filling the bunded pallet.</i></p> <p><i>First Aid kit specifically for HHW has been ordered and delivered. To be installed near Safety Shower.</i></p>	Michelle Tony Tony	October Next Budget October
5	ACCIDENTS / INCIDENTS			
5.1	Since April 2016 we have had 6x reported Incidents.			
	PEARCE Jai 13 th April 2016 Needle stick injury off site on a compost tour. Medical attention required.	New handling arrangements put in place so that this doesn't happen at Banksia Road. Visual checks and gloves must be used. <i>Spade and needle stick gloves purchased.</i> <i>New working arrangements in place</i>	Jai	Completed

	<p>ADAMS Russell 28th April 2016 Russell pulled a muscle in his back removing the tarp from the compost pile. The tarp used to cover the compost becomes heavy if twisted and requires 2 people to remove. LTI</p>	<p>Need to do some stretches prior if this is the first job of the day.</p> <p>Manual handling procedure and training to be implemented.</p> <p>Investigate the cost of mechanical rollers to make this job easier.</p> <p><i>Tarp has been cut into 2 to reduce the weight.</i> <i>Machinery used whenever possible to remove tarp.</i> <i>Extra care taken when removing.</i></p>	Jai	Completed
	<p>MORRISON Andrew 10th May 2016 Driving loader into sand wall to remove sand, hit jarrah stump covered by sand and jarred shoulder. LTI</p>	<p>Need to be aware of surroundings. Job is not on a time schedule, so perhaps slow down and do a visual check of the surroundings. May consider VOC. <i>Will discuss with Jack regarding training and competency</i></p>	Tony	October
	<p>MORRISON Andrew 10th May 2016 While reversing loader got a branch jammed in back of bonnet. LTI combined with the previous.</p>	<p>Need to be aware of surroundings Job is not on a time schedule, so perhaps slow down and do a visual check of the surroundings. May consider VOC <i>Will discuss with Jack regarding training and competency</i></p>	Tony	October
	<p>PEARCE Jai 6th July 2016 Hurt hand while trying to unblock clutch drum on mulcher. Medical Attention Required.</p>	<p>NEVER use hands to unblock ANYTHING. Machinery isolations need to be in place prior to any work being done on machinery. Safe work procedure to be implemented. <i>Hand not being used to remove blockage.</i> <i>Reviewing safer options</i></p>	Jai	October
	<p>MORRISON Andrew 12th August 2016 Strained shoulders after prolonged driving of the loader. LTI – RTW programme</p>	<p>Currently on a RTW programme. <i>Need to review tender contract regarding Command Steering</i></p>	Michelle	October
5.2	Since April 2016 we have only received 1x Hazard Report			
	<p>Hook Bin Truck 09/08/2016 The hook on the old hook bin truck is worn and apparently unsafe. I'm not sure or aware of whom to ask</p>	<p>Tony advised Jack to call Pauly to come and inspect and repair if he is able to. If unable, Pauly to advise who can repair. Not defined as a Lifting Device. <i>Check with Jack when he is back from holidays 29/08/2016</i></p>	Tony/Jack	October

	if this needs to be inspected or tested as being a lifting device.			
6	POLICY / PROCEDURE DEVELOPMENT REVIEW			
6.1	New Policies Introduced			
	Quality Management System	This is the overarching manual that oversees all activities and task needed to maintain a desired level of excellence. <i>Discussion held</i>	Michelle	Completed
	Strategic Community Plan	Guides the direction of BHRC. <i>Discussion held</i>	Michelle	Completed
	Code of Conduct	For Elected Members, Committee Members and all Employees. <i>Discussion held</i>	Michelle	Completed
	Complaints Management	The intent of this policy is to provide clear direction to staff, visitors and contractors undertaking activities on the Stanley Road Waste Management Facility and the Banksia Road Organics Processing Facility in dealing with complaints. <i>Discussion held</i>	Michelle	Completed
	Customer Service Charter	Outlines BHRC Customer Service Principles. <i>Discussion held</i>	Michelle	Completed
	Drug and Alcohol	For all staff. <i>Discussion held</i>	Michelle	Completed
	Freedom of Information	Assists the public to obtain access to documents. <i>Discussion held</i>	Michelle	Completed
	Induction	Currently only for Banksia Road <i>Discussion held</i>	Michelle	Completed
	Injury Management and Return to Work	Provides assistance to ensure injured or ill employees are returned to work as soon as medically appropriate. <i>Discussion held</i>	Michelle	Completed
	Smoking in the Workplace	The primary objective of this policy is to control workers exposure to Environmental Tobacco Smoke. <i>Discussion held</i>	Michelle	Completed
	Occupational Health and Safety	The intent of this policy is to provide clear direction to staff, visitors and contractors undertaking activities on all facilities operated by Bunbury Harvey Regional Council.	Michelle	Completed

		<i>Discussion held</i>		
6.2	New Procedures Introduced			
	First Aid	<i>Discussion held</i>	Michelle	Completed
	Hazard Risk Management	<i>Discussion held</i>	Michelle	Completed
	Harassment, Discrimination and Equal Opportunity	<i>Discussion held</i>	Michelle	Completed
	Consultation and Communication	<i>Discussion held</i>	Michelle	Completed
6.3	To be Introduced			
	Hazardous Manual Tasks	<i>Expected September Consultation and training will be required</i>	Michelle	September
	Near Miss Reporting	<p>Near Miss Reporting will be introduced in the next month. The purpose of this is to provide a mechanism for staff to report a possible risk before it becomes a hazard that may cause harm. All employees are encouraged to participate in the program and are vital as its employees themselves who notice the issue first. The focus for Near Miss Reporting is on learning what not to do, rather than what we may do wrong or assigning blame, so reports do not require a name or signature. Reporting a Near Miss is an opportunity to teach others about the hazards that may exist and how to maintain a safe working environment for all.</p> <p>It is estimated that for every incident they may have been 200 near misses so if we can identify them before they cause harm we can minimise the risk of injuries and incidents occurring on site.</p> <p><i>Discussed the importance of this procedure. Gave Brett a copy to review.</i></p> <p><i>Near Miss Reporting form printed and taken to SR for all to check and start using.</i></p> <p><i>Going to Council 25th August 2016.</i></p>	Brett Michelle	September September

7 TRAINING REQUIREMENTS				
7.1	First Aid Training	Some staff require First Aid Training <i>Need to find out who has completed what First Aid Training</i>	Jai	ASAP
		<i>Marti is still waiting on which staff members require which training (e.g. Senior First Aid or Refresher course)</i> <i>Tony advised to send 3 staff members as soon as possible.</i>	Marti	September
8 ISSUES RAISED BY STAFF				
8.1	Near Miss Report 002. Bush at the entry/exit point is getting overgrown and requires removing as it creates a visual hazard when leaving site.	When exiting the site, vision is obstructed by the bushes growing. May require removing as it is creating a visual barrier to vehicle movement from next door. <i>Brett requested the loader be used to remove the bushes.</i> <i>Tony has agreed</i>	Brett	September
8.2	Housekeeping. Marti expressed her concern over the amount of stuff accumulating in the Education Office.	Concerns that this is creating a hazard. Suggest that some of the stuff be moved to the storage container at SR. <i>Tony to speak with Margaret about getting it sorted.</i>	Tony	September
9 NEW BUSINESS				
9.1	Committee 'Terms of Reference'	As this is the first meeting of the Safety Committee, Terms of Reference need to be reviewed and adopted. Please see attached Terms of Reference Draft <i>Terms of Reference adopted by all in attendance.</i>	All	Completed
9.2	Elect a Chair	6.1 Chair All members are to vote on Chair Person. The duties of the Chair are to: <ul style="list-style-type: none"> • Direct the flow of business and discussion at meetings • Preview Meeting Minutes • Approve meeting times and venue • Notify members of meetings • Monitor the attendance of Committee members • Ensure all agenda items are discussed, and end with a definite outcome • Ensure all committee members have the opportunity to participate at meetings • Seek advice or assistance from the Senior HR / OSH 	All	Completed

		<p>Officer on relevant matters</p> <ul style="list-style-type: none"> Nominating a person to chair the meeting in their absence <p><i>Michelle Elected</i></p>		
9.3	Elect a Minute Taker	<p>6.2 Minute Taker Secretary</p> <p>The Committee will also need to appoint a Secretary to:</p> <ul style="list-style-type: none"> Prepare the agendas and issue notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda Distributing the Agenda one week prior to the meeting Take notes of proceedings Distribute the minutes to all committee members one week after the meeting and have it made available to all staff. <p>The minutes shall be checked by the CEO and accepted by committee members as a true and accurate record at the commencement of the next meeting.</p> <p><i>Michelle Elected</i></p>	All	Completed
9.4	Meeting Schedule	<p>Meetings to be held every 2 months.</p> <p>Tentative date for next meeting – 26th October 2016</p> <p><i>Next meeting date confirmed</i></p>	All	Completed
10	NEXT MEETING			
	Date:	26 th October 2016		
	Time:	9:00am		
	Location:	Administration Offices. Carmody Place		