



**SAFETY COMMITTEE
MEETING**

1st November 2016

**BUNBURY HARVEY REGION COUNCIL
SAFETY COMMITTEE MEETING**

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| DATE: | 26 th October 2016 |
| TIME: | 8:55am |
| LOCATION: | Carmody Place |
| CHAIR: | Michelle |
| 1. | PRESENT: |
| | Tony Jacko Brett Jai Marti |
| | APOLOGY: |
| | |

| ITEM | DESCRIPTION | OUTCOME | RESPONSIBLE PERSON | TIMELINE |
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| 2 | PREVIOUS MINUTES | | | |
| | Confirm previous meeting minutes. | <i>Minutes confirmed as true and correct.</i> | Tony Jai | 01/11/2016 |
| 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. | 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. Check with Jack when he is back from holidays 29/08/2016 Tony, Jai, Jack have spoken to Pauly, photos have been sent to the manufacturer awaiting results regarding what needs replacement/repair. <i>Hook deemed safe. Some repairs required on bins still waiting for quotes.</i> | Jack | December |
| 3.2 | Near Miss Report 002 – Overgrown bush at the entrance to SRWMF Bush at the entry/exit point is getting overgrown and requires removing as it creates a visual hazard when leaving site. | Brett requested the loader be used to remove the bushes. Tony has agreed <i>Completed</i> | Brett | Completed |
| 3.3 | 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. Tony to speak with Margaret about getting it sorted. <i>This was completed 26th August.</i> | Tony | Completed |
| 3.4 | Previous Housekeeping Audits | Need to add HHW section to SR Housekeeping Audit. <i>New section added</i> Brett together with Jack to review the Housekeeping Audit and suggest updates that SR need to add to the form. <i>Brett to look into this</i> | Michelle Brett | Completed December |

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| 3.5 | Household Hazardous Waste | <p>Look into lighting for above the HHW Emergency Shower.</p> <p><i>Currently awaiting funding options from WALGA. This will not be until next year.</i></p> <p>Need signage. Has arrived on site.</p> <p><i>Jacko to install</i></p> <p>Will need to budget for a cover over the Drop Off point to stop water filling the bunded pallet.</p> <p>First Aid kit specifically for HHW has been ordered and delivered. To be installed near Safety Shower.</p> <p><i>Ordered and arrived on site 19th September. Jacko to arrange installation.</i></p> | Michelle Jacko Tony Jacko | Completed December Next Budget December |
| 3.6 | First Aid Training | <p>Some staff require First Aid Training</p> <p>Need to find out who has completed what First Aid Training</p> <p><i>No previous information handed over after split from COB. All staff to be put through First Aid on a roster system.</i></p> | Jai | Completed |
| | | <p>Marti is still waiting on which staff members require which training (e.g. Senior First Aid or Refresher course)</p> <p>Tony advised to send 3 staff members as soon as possible.</p> <p><i>First round of training commences November</i></p> | Marti | Completed |
| 4 | General Business | | | |
| 4.1 | Health and Safety Report | <p>See Attachment 1</p> <p>No incidents / Accidents noted since the last meeting.</p> <p>Andrew Morrison is still on Workers Compensation with a RTW date not scheduled as yet.</p> | Michelle | Monthly |
| 4.2 | Housekeeping Audits | <p>New report attached. Attachment 2</p> <p>BR scored their lowest score ever but things that required further attention were fixed at the same time. This is the whole point of doing a Housekeeping Audit. Good job Russell.</p> | Michelle | Monthly |

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| | | Non-Conformance for SRWMF, see above report. | | |
| 5 | ACCIDENTS / INCIDENTS | | | |
| 5.1 | Accidents/Incidents. Since the last meeting in August, there have been NO reported Incidents. | | | |
| | MORRISON Andrew 10 th May 2016 | Currently on a RTW programme awaiting surgery on his shoulder. <i>First surgery to right shoulder completed.</i> | | |
| | New Report 30/10/2016 Incident No. 007 | 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. <i>Jacko spoke to Mick from Suez regarding driver and repairs to gate.</i> <i>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. This is the preferred option so that the truck doesn't go straight through into Cross'.</i> <i>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> | Jack to discuss with weekend staff | December |
| 5.2 | Hazard Reports. Since the last meeting in August, there have been NO new Hazard Reports received. | | | |
| | | 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. | | Completed |
| 5.3 | Near Miss Reporting. Since being introduced in September there have been NO Near Miss Reports completed. | | | |
| | | As discussed at the last Safety Meeting, the purpose of Near Miss Reporting is to provide a mechanism for staff to report a possible risk before it becomes a hazard that may cause harm. 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. It is estimated that for every incident there may have been 200 | | Completed |

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| | | near misses so if we can identify them before they cause harm we can minimise the risk of injuries and incidents occurring on site. We should be expecting numerous reports each week. Need to go through this again with all staff and reiterate the importance of reporting. | | |
| 6 | POLICY / PROCEDURE DEVELOPMENT REVIEW | | | |
| 6.1 | New Policies Introduced | | | |
| | Code of Conduct | Amended in line with the <i>City of Perth Bill 2015</i> | | Completed |
| | Contractor Management | A guide for all contractors that provide information, rules and expectation placed on them while completing work for BHRC. | | Completed |
| | Complaints Management | A guide for all staff, visitors, contractors. Explains the process of how to make a complaint to finalising a complaint. | | Completed |
| 6.2 | New Procedures Introduced | | | |
| | Handling and Disposal of Asbestos | SRWMF | | Completed |
| | Induction | All Staff | | Completed |
| | Near Miss Reporting | All staff | | Completed |
| | HHW Operational Management | SRWMF specifically for the HHW area | | Completed |
| | HHW Receival, Storage and Collection | SRWMF specifically for the HHW area | | Completed |
| | Chemical Spill Management | All Staff with special mention for the HHW area | | Completed |
| | Non-Conformance Reporting | All Staff | | Completed |
| | Consultation and Communication | All Staff | | Completed |
| | Complaints Management | All Staff | | Completed |
| | Chemical Spill Management | All Staff with special mention for the HHW area | | Completed |
| 6.3 | To be Introduced | | | |

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| | | <i>No new policies or procedure for a while.</i> | | Completed |
| 7 | TRAINING REQUIREMENTS | | | |
| 7.1 | Bobcat Competency Testing | <p>Tyler has asked for Verification of Competency Tony has agreed and is working with Jacko to arrange. <i>Jacko has spoken to training company 'FITS' and is expecting them to be on site in the next couple of weeks. Will also discuss the need for High Risk Licences and the best way to go about training.</i></p> | Jack | December |
| 8 | ISSUES RAISED BY STAFF | | | |
| 8.1 | Brett has been notified by some staff that there may be an issue with the pump used to fill the water tank. | <p><i>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.</i> <i>Tony thought that should not be the case and as we may need this in an emergency we need to get it looked at.</i> <i>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></p> | Jack | December |
| 8.2 | Jacko has concerns about the trucks hitting the limestone wall when replacing bins. | <p><i>Limestone wall is in need of repair and Jacko has suggested attaching some type of skid to the wall to protect it.</i> <i>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></p> | Jack | December |
| 8.3 | 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.</p> | Michelle | Completed |

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| | | <p>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> | | |
| 9 | NEW BUSINESS | | | |
| 9.1 | Test and Tag | <p>The Test and Tag procedure implemented and the machine purchased and delivered to SRWMF. I am still waiting for the register of electronic items that need testing.</p> <p>New signs for the tip shop printed in consultation with Tyler regarding the Condition of Sale of Electronic Goods.</p> | Jack | Completed |
| 9.2 | Chemical Risk Assessment | A fairly comprehensive Chemical Risk Assessment has been completed for HHW and will be available ASAP. | Michelle | Completed |
| 9.3 | Stanley Road Housekeeping audit highlighted a couple of Items needing attention: | <p>The southern boundary fence requires repair.</p> <p><i>Jai to get quotes from fencing contractor</i></p> | Jai | December |
| | | <p>HHW waste collection.</p> <p><i>Organised for Tuesday 25th October</i></p> | Michelle | Completed |
| 10 | NEXT MEETING | | | |
| | Date: | 7 th December 2016 <i>This meeting has been postponed until January 11th 2017</i> | | |
| | Time: | 9:00am | | |
| | Location: | Administration Offices. Carmody Place | | |