



**SAFETY COMMITTEE  
MEETING**

**12<sup>th</sup> April 2018**

**BUNBURY HARVEY REGION COUNCIL  
SAFETY COMMITTEE MEETING**

DATE:	13 <sup>th</sup> April 2018
TIME:	9:20am
LOCATION:	Stanley Road Compound
CHAIR:	Michelle
<b>1.</b>	<b>PRESENT:</b>
	Tony Jack Dan Michelle
	<b>APOLOGY:</b>
	Jai (Annual Leave) Marti (not available)
<b>Please Note:</b> The computers were offline this morning so no agenda could be printed therefore the meeting did not follow the correct protocols. Please see Section 12 notes below.	

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>		Not confirmed. See note above
<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. 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.	Dan	February/ March  Still needs to be completed
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> Signage to be updated when the transfer station signage is completed. Floor to be painted to identify the DROP OFF POINT.	Jai Jack	February/ March  Signage still needs to be completed
3.3	Drinking Water	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. Trialled showed that as a waste facility, creating this amount of recyclable waste was not ideal. It has been decided that a new water tank will be installed at the rear of the transfer station shed and it will be filled via the Drinking Water contractor. <i>New purpose built water tank installed at the Transfer Station to be filled by the Drinking Water truck. This appears to be working OK.</i>	Tony/Jai/Jack	Completed
3.4	Pre-start Books	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>Still not being used enough.</i>	Jai	Completed
3.5	Security Surveillance	Still need some staff to return the signed copies to Martinette. Some Operations staff has still not completed the form. New forms issued for signing.	Jack/Martinette	Immediately

<b>4</b>	<b>GENERAL BUSINESS</b>			
4.1	Health and Safety Report	Computers offline	Michelle	Monthly
4.2	Housekeeping Audits	Computers offline	Michelle	Monthly
<b>5</b>	<b>INCIDENT REPORTS</b>			
5.1		Computers offline	Michelle	Monthly
<b>6</b>	<b>HAZARD AND RISK MANAGEMENT REPORTS</b>			
		Nil		
<b>7</b>	<b>POLICY / PROCEDURE DEVELOPMENT REVIEW</b>			
7.1	<b>New Policies Introduced</b>			
7.2	<b>New Procedures Introduced</b>			
7.3	<b>To be Introduced</b>			

<b>8</b>	<b>TRAINING REQUIREMENTS</b>			
8.1	Bobcat Competency Testing	<p>Tyler has asked for Verification of Competency.          Jai is waiting for the trainer to confirm a time as he has just returned to work from the Christmas break.  <i>Jai has now made arrangement for training.</i></p>	<i>Jai</i>	<i>February</i>
8.2	Leadership Training	<p>Jai and Corey have completed all tasks and have both passed the assessments.          Well done to you both.</p>		<i>Completed</i>
8.3	De-Gas Training	<p>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.  <i>This has now been changed as we have a new contractor.</i></p>	<i>Jai</i>	<i>February/ March</i>
<b>9</b>	<b>ISSUES RAISED BY STAFF</b>			
<b>10</b>	<b>NEW BUSINESS</b>			
10.1				
	Meeting closed at 9:35am			
<b>11</b>	<b>NEXT MEETING</b>			
	Date:	Next meeting has not been scheduled		
	Time:			
	Location:			

12	DISCUSSIONS HELD AS COMPUTERS WERE OFFLINE AS ABOVE NOTE			
	Dissolving the Safety Committee	As Marti and Jai are resigning at the end of their term (July 2018) 2 more Safety Reps will be required. As management is now on site and improved communication strategies have been put in place, it was decided to investigate dissolving the Safety Committee. Invitations to be distributed to all staff to gauge the interest of staff to become Safety Reps, if 2 cannot be found then the committee would be wound up.		
	Water Cart	The ongoing issue with the water cart was resolved temporarily and the water cart was certified by an engineer to be safe to use. Repair to cart are to be carried out in the winter months when it was not needed on a daily basis. This was not communicated through to all staff so not everyone was aware that it was safe to use. This created a huge issue for some staff. Better communication strategies have been put in place to allow all staff to be informed. It was also noted that the Tag out procedure had not been followed correctly which Jai had discussed with Dan prior and had apologised. Dan has requested that the loader do a clean-up of the hard stand on a more regular basis. Jack has been given the go ahead to arrange repairs earlier.	Jack	May
	Communication	Communication always appears to be an issue. Pigeon holes have been placed in the weighbridge office, one for each staff member to make distribution of information easier. A monthly site meeting schedule has now been put in place to start in May for all staff including Banksia Road.	Tony	May
	DWER	DWER conducted a site audit and noted an issue with the Landfill Levy. It was reiterated that the correct paperwork needs to be filled out as per training. Tony has requested a copy of the DWER letter is to be displayed in the weighbridge as a reminder to staff that relieve in the office to complete the correct paperwork.	Tony Michelle	Completed 13/04/2018
	Tony's Car – Flashing light	Tony received a request for a flashing light to be on his car while he is driving around the site as he is hard to see. It was discovered that the portable flashing light that Tony had been using is scratching the paint. Tony is to investigate an alternative. It has also been requested that a two-way radio be in his car.	Tony	ASAP

	Wheel Nut Align Markers	Dan has requested that wheel nut alignment markers be purchased as the cost is less than replacing tyres or an accident. Jack to investigate pricing.	Jack	ASAP
	HHW	Minor alterations to the way we collect paint have been put in place and have been working quite well although minor adjustments to where the storage IBC's are located may still need to be completed. Tony discussed the options moving forward with Paintback and how that will affect the staff car park and the additional work that will be required to get that up to standard with the help of Paintback.	Tony	Ongoing
	Traffic Management in the Transfer Station	It is noted that with the adjustments to the Transfer Station and the Traffic Management Procedure that the area appears to be working better. Thank you to everyone for your input.	Dan	Closed