



# Weekly Meeting

Date: 10 March 2016

Time: 10:30am

Location: CBD Office

Type of meeting:

WHS Committee Quarterly Meeting

Facilitator:

Roger Johnson

Note taker:

Mary Espiritu

Absent:

Attendees:

Roger Johnson , Marc Parche, Wayne Freeman (HSR)

## Agenda topics

### Agenda Topic

Discussion: Invite any staff members to these meetings if they would like to.

Action Required: Staff just need to call to let us know they need to attend.

|  | Person responsible: | Deadline:  |
|--|---------------------|------------|
|  |                     | Open ended |
|  |                     |            |

### Agenda Topic

Discussion: WHS forum up and active on the website.

Action Required: Pay slips will now also include direction to staff about out WHS forum on our website

|  | Person responsible: | Deadline: |
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### Agenda Topic

Discussion: Issues resolved at clients property regarding Traffic Management, possible collision with forklift and truck drivers. Issue was warehouse staff from adjoining warehouse using loading dock area as short cut to exit avoiding speed humps. Possible solution already actioned, speed humps to be moved to loading docks entrance and removing 2 speed humps from drive way areas. Infront will monitor to ensure this is the solution to this traffic management issue. Thanks to the staff member that has brought this to our attention.

Action Required: Continue to monitor

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|  | Person responsible: | Deadline: |
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### Agenda Topic

Discussion: Discontinued providing staff to a client as Infront felt that the client posed too many WHS risks as no resolutions in solving issues has been presented by client.

Action Required:

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|  | Person responsible: | Deadline: |
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### Agenda Topic

Discussion: 2x staff at Infront currently attending HSR course and will complete by early April. That will mean 3 staff at Infront will hold this qualification.

Action Required:

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|  | Person responsible: | Deadline:   |
|  |                     | Early April |
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**Agenda Topic**

Discussion: Site inspections continuing to be done, aim is to review each client's property every 6 months.

Action Required:

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|  | Person responsible: | Deadline: |
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**Agenda Topic**

Discussion: Discussed with Property Management regarding security at Infronts Head Office, they advised they would bring it up with the owner.

Action Required: Awaiting response from owners through real estate agent

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|  | Person responsible: | Deadline: |
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**Agenda Topic**

Discussion: Infront staff rang requesting safety vests, Any staff requiring PPE please advise.

Action Required: RJ delivered 3 safety vests to staff member the next working day.

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|  | Person responsible: | Deadline: |
|  | RJ                  |           |
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**Agenda Topic**

Discussion: Please note that smoking is only permitted in designated smoking areas. Please ask your site contact to where that is.

Action Required: Please adhere to WHS smoking rules on site.

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|  | Person responsible: | Deadline: |
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### Agenda Topic

Discussion: Guys please be aware that there is a 3 metre zone of a moving vehicles including forklifts and trucks. Please make sure that all traffic management rules are adhered to.

Action Required: Ongoing monitoring

|  | Person responsible: | Deadline: |
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### Agenda Topic

Discussion: Town Hall has just declared that cases of Legionnaires Disease have been in the area, if you display any symptoms must see local GP. This is because Infront's main office is in this area.

Action Required:

|  | Person responsible: | Deadline: |
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### Agenda Topic

Discussion: If you would like to send us an email to let us know about any incidents or near misses or anything safety related, email us at [whs@infrontstaffing.com](mailto:whs@infrontstaffing.com)

Action Required:

|  | Person responsible: | Deadline: |
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### Agenda Topic

Discussion: Infront inductions have been changed from WHF forum coming soon, to now being WHS forum now live.

Action Required:

|  | Person responsible: | Deadline: |
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|  | RJ                  | Completed |
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**Agenda Topic**

Discussion: Minutes to all WHS meetings will be will be saved on Infront server and posted to the WHS Forum on our website.

Action Required: Minutes to be uploaded within 48 hours

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|  | Person responsible: | Deadline: |
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**Agenda Topic**

Discussion: Internal staff to subscribe to Work Cover newsletters if not already.

Action Required:

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|  | Person responsible: | Deadline: |
|  |                     | 1 week    |
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**Agenda Topic**

Discussion: Next meeting will be held at Infront's Head Office on June 9<sup>th</sup> 2016 at 10:30am. Once again please advise if you wish to attend.

Action Required:

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|  | Person responsible: | Deadline: |
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