



Quarterly Meeting

Date: 8 September 2016

Time: 1:00pm

Location: CBD Office

Type of meeting:	WHS Committee Quarterly Meeting
Facilitator:	Roger Johnson
Note taker:	Michaela Liedl
Absent:	
Attendees:	Roger Johnson , Marc Parche (HSR), Mary Espiritu

Agenda topics

Incident Log

Three incidents last quarter:

- Pro-Pac, Wetherill Park: Hit head – no lost time, medical expense only. Employers Mutual has been informed. Tool slipped off machinery, casual fell backwards and hit the back of his head. Casual has been taken to hospital as precaution.
- Logwin, Eastern Creek: Cut left thumb – no lost time, medical expense only. Employers Mutual has been informed. Casual cut himself with stanley knife whilst cutting boxes.
- BAM, Eastern Creek: Forklift hit wall – staff members have been retrained and signed off on SWMS. Forklift hand break was not put on properly, Forklift ran down the drive and hit wall.
- ECS, Brisbane: Bad smelling product – P2 masks were distributed to protect crew.

Agenda Topic

Discussion: Incident reported to IFS – driver did not put the hand brakes on after operation.

Conclusions: Safe work practice on forklift to be explained and staff members to sign off again on SWMS

Action items:	Person responsible:	Deadline:
	Roger Johnson	24 June 2016
		Completed

Agenda Topic

Discussion: SWMS for container crews.

Conclusions: Roger to distribute new SWMS for container crews.

Action items:	Person responsible:	Deadline:
	Roger Johnson	30 June 2016
		Completed

Agenda Topic		
Discussion: Introduce incident log so can be discussed at WHS meeting and possibly produce new procedures to improve safety on all sites.		
Conclusions: Incident log to be included in meeting minutes template.		
Action items:	Person responsible:	Deadline:
	Roger Johnson	Completed

Agenda Topic		
Discussion: SWMS		
Conclusions: Confirming that site induction and SWMS go out with all confirmation of work.		
Action items:	Person responsible:	Deadline:
	Sofie Lord	Ongoing

Agenda Topic		
Discussion: WHS Site Checks.		
Conclusions: Roger or Marc continuing to conduct WHS onsite checks.		
Action items: Michaela to create schedule to ensure every client site is visited every six months.	Person responsible:	Deadline:
	Michaela Liedl	16 Sept 2016

Agenda Topic		
Discussion: Candidates are unsure of proper PPE.		
Conclusions: Place Mannequin equipped with proper PPE in candidate registration area for demonstration purposes.		
Action items:	Person responsible:	Deadline:
	Roger Johnson	Completed

Agenda Topic		
Discussion: Ensure candidates wear required PPE onsite.		
Conclusions: Sofie/Marc or Roger to check when onsite that candidate is wearing proper PPE. Inform candidate PPE is available at Infront office if required.		
Action items:	Person responsible:	Deadline:
	Sofie Lord/Marc Parche/Roger Johnson	Ongoing

Agenda Topic

Discussion: Website/ WHS Forum has been updated with regular safety notifications.

Conclusions:

Action items:

Person responsible:

Deadline:

Marc Parche

Ongoing

Agenda Topic

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline: