



Weekly Meeting

Date: 9 June 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 (Return To Work Co-ordinator), Marc Parche (HSR), Wayne Freeman (HSR)

Agenda topics

Agenda Topic

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

Conclusion: Safe work practice on forklift to be explained and staff members to sign onn again on SWMS

Action Items:

Person responsible:

Deadline:

Roger Johnson

24 June 2016

Agenda Topic

Discussion: Sounding horns and seat belts will be our focus for this quarter. Ensure all staff are aware of their responsibilities.

Conclusion:

Action Items:

Person responsible:

Deadline:

31 August 2016

Agenda Topic

Discussion: Introduce incident log so can be discussed at WHS meeting and possibly produce new procedures to improve safety on all sites

Conclusion:

Action Items:

Person responsible:

Deadline:

Roger Johnson

Completed

Agenda Topic

Discussion: Return to work course.

Conclusion: Roger has completed the WorkSafe NSW Return To Work course.

Action Items:

Person responsible:

Deadline:

Roger Johnson

Completed

Agenda Topic

Discussion: Induction

Conclusion: Candidate paperwork now has Return To Work info. Poster added onto the take-home information section to compliment InFront Return To Work policy

Action Items:

Person responsible:

Deadline:

Roger Johnson

Completed

Agenda Topic

Discussion: SWMS

Conclusion: Confirming that site induction and SWMS go out with all confirmation of work

Action Items:

Person responsible:

Deadline:

Wayne Freeman

Ongoing

Agenda Topic		
Discussion: WHS Forum		
Conclusion: The forum has had multiple updates and safety tips added since introduction. This will continue as a regular feature to ensure safety tips are passed on.		
Action Items:	Person responsible:	Deadline:
	Marc Parche	Ongoing

Agenda Topic		
Discussion: Container uniforms		
Conclusion: InFront has purchased and distributed new high-visibility shirts for all container crews and are available to warehouse staff if needed		
Action Items:	Person responsible:	Deadline:
	Roger Johnson	Completed

Agenda Topic		
Discussion: Container crew WHS meeting		
Conclusion: Marc conducted a WHS meeting to emphasise the importance of safety in and around containers		
Action Items:	Person responsible:	Deadline:
	Marc Parche	Completed

Agenda Topic		
Discussion: SWMS for container crews		
Conclusion: Roger to distribute new SWMS for container crews		
	Person responsible:	Deadline:
	Roger Johnson	30 June 2016