



# Quarterly Meeting

Date: 21 March 2017

Time: 11:00am

Location: CBD Office

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

## Agenda topics

### Incident Log

Incidents last quarter:

- Abraham Kawala (Dec 2016) – SMH, cut back of leg when he stepped back onto racking metal. Friction graze only. RTW full capacity
- Craig Lovell (Dec 2016) – SMH, determined pre-existing injury, reiterated process with appropriate pre-screening. RTW full capacity
- Venicius Segnini (Feb 2017) – Lateral Projects, tile sliced shin and required stitches. RTW full capacity
- Pedro Kassab (Feb 2017) – NSW Freight, jumped off the fork whilst riding as a pillion and fractured ankle and requiring surgery. SafeWork involved and rehab still taking place. SafeWork acknowledged that workers must also take responsibility for their own safety.
- Navis Samuel (Mar 2017) – Frutex, load accidentally toppled against his chest. Started having chest pains later in the day. Currently going through physio

### Agenda Topic

Discussion:

WHS issues, RTW policies

Conclusions:

Updating website forum

Action items:

Monthly website updates

Person responsible:

Marc

Deadline:

Ongoing

Agenda Topic		
Discussion: Interview process		
Conclusions: Pre-screen all candidates in regards to pre-existing injuries and previous SafeWork NSW claims		
Action items:	Person responsible:	Deadline:
Ask all relevant questions during candidate interviews	Sofie, Mary & Michaela	Ongoing

Agenda Topic		
Discussion: Incorrect job description provided by client – Artist Guitars		
Conclusions: Double check job role with the relevant Site Supervisor		
Action items:	Person responsible:	Deadline:
Proper job descriptions being filled in	Sofie	Ongoing

Agenda Topic		
Discussion: Warehouse Site Inspections		
Conclusions: Since last WHS meeting, 47 site inspections have been carried out to ensure safety of all onsite		
Action items:	Person responsible:	Deadline:
Ongoing onsite inspections	Roger, Marc, Sofie, Container Contractors	Ongoing

Agenda Topic		
Discussion: Distribute safety information		
Conclusions: Safety information/videos is now also being emphasised to clients via RJ/MP Linked-in and recently commenced monthly newsletter		
Action items:	Person responsible:	Deadline:
Distribution of safety information to clients	Marc & Roger	Ongoing

## Agenda Topic

Discussion:

Welcome SMS message

Conclusions:

First time candidates are now receiving welcome text message with relevant information regarding accidents, incidents and near miss must be reported

Action items:

Send Welcome text

Person responsible:

Sofie & Mary

Deadline:

Ongoing

## Agenda Topic

Discussion:

Feedback form

Conclusions:

Candidates should have access to feedback forms at all times

Action items:

Employee feedback form to be added onto the website

Person responsible:

Marc

Deadline:

21/03/2017

## Agenda Topic

Discussion:

PPE

Conclusions:

Ensure candidates are wearing PPE at all times even when leaving warehouse and to do deliveries

Action items:

Emphasise PPE requirements during screening and when sending out to work

Person responsible:

Sofie, Mary & Michaela

Deadline:

Ongoing