



# Weekly Meeting

Date:  
Time: 10:30am  
Location: CBD Office

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

## Agenda topics

### Agenda Topic

**Discussion:**

Discussed recent injuries – incident at Logwin on 11<sup>th</sup> April when worker sliced finger with a Stanley knife

**Conclusions:** suggested use of gloves at Logwin to minimise risk of cuts

**Action items:** Purchase box of practical gloves to issue to staff working at Logwin.

**Person responsible:**

**Deadline:**

### Agenda Topic

**Discussion:**

Incident at Sunbeam involving container crew on 3 July when crew hit another staff member using electric pallet jack as was driving forward with load that blocked sight lines.

**Conclusions:** Fork ops must drive in reverse looking over shoulder if cannot see forward with load to avoid hitting others because of blocked sight lines

**Action items:** Advised staffing team to ensure this is reiterated to all candidates via discussions, interviews, WHS forum on website. Incident report provided by crew which is incomplete so must address this with Ops Managers to ensure full reports are completed and action can be taken to avoid happening again

**Person responsible:**

MP- website  
Staffing team – ongoing

**Deadline:**

## Agenda Topic

### Discussion:

Forklift safety and the damage that can be caused by driving irresponsibly or not being aware as a driver or warehouse worker. Discussed that the video included on last months newsletter showed demonstrations of how forklifts crush bones in the event of collision, which often lead to amputation because the bones cannot be repaired. Forklift safety is a major component of what Infront does every day and therefore must be discussed with all staff on an ongoing basis.

### Conclusions:

### Action items:

### Person responsible:

### Deadline:

## Agenda Topic

### Discussion:

Tables used for registration have been cut down and require filing on the edges as some remain a bit sharp

### Conclusions: File down edges to avoid any injuries

### Action items: File down

### Person responsible:

### Deadline:

RJ/MP

## Agenda Topic

### Discussion:

Which site inspection visits have been conducted and which are coming up. Noted the importance of keeping on top of these and also the assistance of container crew Ops Managers carrying these out whenever possible

### Conclusions:

### Action items:

### Person responsible:

### Deadline: