**WHS Meeting, 3:15pm Tuesday, 12 June 2012**

Meeting opened at 3:15pm

Committee: Lynne Rohanna for Stephen Montgomery, Clare Zuber, Lonnie Rutland, Rob White, Sue Murray and Jane Marrison.

Apologies: Debbie Hyland

Minutes of last meeting accepted: Clare Z seconded: Lonnie

Agenda: Previous business, drill dates; Safety Walk progress/ Issues in WHS Book/Hazardous Substances/ WHS Assessment

**Business arising from previous meeting: Italics show actions completed.**

- **Done** Plan for Fire Drill. Set for Wed Wk 9, no warning to be given again.
- **See Maintenance Book for updates.** Report from Safety Walk. Stephen/ Rob
- **Clare to check the documents presented for possibility of placing them on email or server by Lynne. Mandatory Training.** Many staff have not completed this compulsory training. Date to be arranged. Stephen to organize another date in early T2.
- **Medical Alerts Update.** Again many staff have not completed this. All staff inserviced.
- **Maintenance Book items.** Photo copy sheets for Rob so that issues can be addressed. Items include:
  
  *Rob purchased new keys, hanging on hooks in classroom.*
  *Window keys- Clare to check cupboard for spares*

  **Addressed**. Covers for electrical outlets- Rob to check rooms

  *Jane to look into cost for small mats. 4 large ones purchased for hall.* Requests for non-slip mats outside rooms/hall- Jane to send out email to see how many needed then further investigate cost.

  **Addressed**. Fridge bulb in Prep LC- Rob to replace

  *Addressed and Clare to make laminated signs for locations.*
  Ladder in Sports shed- Clare to give ladder from back room

  **Addressed**. Hole near power point in the hall- Rob to fix

  *Lonnie getting quotes.* Replace carpets that are WHS hazards in B Block- Planned in Strategic School Plan for 2012
Stephen to speak to Rob on his return. Roof problems with roof squares in B Block- Stephen to investigate budget for possible replacement.

Clare to laminate signs for hall. Chairs in hall should be only 6 high. Check with Stephen re sign to be placed in the hall.

Addressed via email, Clare to place sign in staffroom. Reminder to all staff re safety cups for taking hot drinks to classrooms. Jane to send out reminder.

Patches given to Sean and Dean Doherty. spares available. Donated ‘Allergy’ patches from Ricki Galvin. Clare and Jane to check Medical Alert students , ring possible parents to display on uniforms.

Addressed. Remind School Officers of responsibilities of being on First Aid making sure all items are check and refilled and that no SO leaves until all students are attended to appropriately. Jane to email SO’s as a reminder of the responsibilities.

Current Business:

1. Hazard Reporting Procedure. Recorded in WHS minutes. Staff email 23/01 and 22/05 as per WHS requirement. Recorded as required.

2. Door latches- magnetic not sufficient. Rob to place secure locks for all hall and chapel doors.

3. Pets at school. Speak to teachers about rules, pets need to be on lead or secured, brought in and returned home by parents/carers.

4. Staff WHS Updates- OHS Policy and Guideline Changes 15/5 Stephen. Jane to keep a record of those sent to staff.

5. WHS Planning and Compliance Report. 98%, thank you for all your hard work Clare.

6. Lockdown Addressed, Wed. 6 June at 2:15pm. Concerned about confusion with alarms ie. Fire/Lockdown. Decided to practice alarms
next week to reinforce sounds. Rob to check that alarms can be clearly heard in Prep area.

7. Fire Drill for Term 3. Set for Day 1 Term 3. Email staff to notify the fire officer if in unusual location of work eg. Sue working in Prep and not in EC.

Maintenance Book Items

- Safety Walk: All items addressed and checked.
- Chilli plant on oval to be removed. Addressed.
- Locks in toilets. Addressed.
- Covers on flouro lights in classrooms. Rob to see if these are still available, already checked Jim Fritz

Meeting Finished at 4:10pm

Next meeting date set for **T3, Wk 10 11 September 2012**

*Thank you to all who attended.*