

WHS Meeting, 3:15pm Monday, 19 March 2012

Meeting opened at 3:15pm

Committee: Stephen Montgomery, Clare Zuber, Lonnie Rutland and Jane Marrison, and Rob White. Sue Murray, Debbie Hyland

Apologies: Sue Murray

Minutes of last meeting accepted: **Lonnie** /seconded: **Clare**

Agenda: Drill dates; Safety Walk progress/ Issues in WHS Book/Hazardous Substances/ WHS Assessment

Business arising from previous meeting:

- Fire Drill to be undertaken in week 8/9 : **completed**
- Entrance to Prep: **Rob to place a railing for safety. Fill and grass over the holidays. Utility pit to also be filled and grassed. Railing still to be done in holidays.**
- ~~Power boxes hazard~~
- Bike rack: **Arrived and to be installed by Rob over the holidays: completed**
- Protection Grills in Library: **Lonnie and several of the EY teachers were concerned about the ease at which a child can walk up shelves and fall/jump out of the library. Possible solutions: keep windows closed; security screens; safety locks which allow a small opening for air. Solutions to be discussed with Stephen meanwhile Rob will fix broken locks and investigate safety locks. Rob fixed broken locks. Stephen to investigate quotes for Library refurbishment, possible safety screens on some windows to allow air flow. Until this is done library windows to remain locked and Aircon used.**
- Concern about the safety of students and parents after school as they go around the corner from Augustine Block up to the Prep building. No visibility may cause collision. **Jane to discuss with Stephen as to the continuation of using this area for come down only (in the afternoons) while all students and parents use safety ramp. To be written in newsletter and reinforced on assembly each morning.**
- Jane to put item in newsletter **to thanks Julie** for her support and work on the WHS committee for the last few years. **Request a new volunteer to staff and parent body. Completed.**

Current Business

- Plan for Fire Drill. **Set for Wed Wk 9, no warning to be given again.**
- Date for Safety Walk. **Stephen/ Rob/Lonnie in Wk 10 after 2pm.**
- 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. **Jane to organize another date in early T2 with Stephen or short staff meetings on request to inform staff.**
- Maintenance Book items. **Photo copy sheets for Rob so that issues can be addressed.** Items include:

Window keys- **Clare to check cupboard for spares**

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

Requests for non-slip mats outside rooms/hall- **Jane to send out email to see how many needed then further investigate cost.**

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

Ladder in Sports shed- **Clare to give ladder from back room**

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

Replace carpets that are WHS hazards in B Block- **Planned in Strategic School Plan for 2012**

Roof problems with roof squares in B Block- **Stephen to invest igate budget for possible replacement.**

Charis in hall should be only 5 high. **Check with Stephen re sign to be placed in the hall.**

Reminder to all staff re safety cups for taking hot drinks to classrooms. **Jane to send out reminder.**

Donated 'Alergy' patches from Ricki Galvin. **Clare and Jane to check Medical Alert students , ring possible parents to display on uniforms.**

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.

Meeting Finished at 4:05pm

Next meeting date set for **T2 , Wk 9 12/6 2012 at 3pm.**

Thank you to all who attended.