

## 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 5-6 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 checked 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.*