

Workplace Health and Safety Committee Meeting

Minutes

Date of meeting: 10 March 2016

- 1.Meeting time: 3pm in Staff Room
- 2.Attendance:Stephen Montgomery,Bernard Kearney, Rob Fraser, Helen Mills, Steve Sherlock, Jeremy Cleverly
- 3.Apologies:
- 4.Minutes of last meeting (available on web page)
- 5.Business arising from last meeting minutes.

Tidy & Clean up Groundsman shed-**DONE**

Look at extending carport storage area on music room-**COMPLETED**

Ensure gate is closed to work area-**YES**

Uniform shop – good

Check on top carpark parking on either side of driveway-**COUNCIL HAVE**

PREVIOUSLY REJECTED OUR REQUEST TO EXTEND THE NO PARKING ZONE ON ER DRIVE.ROB TO NOW CHECK WITH THE COUNCIL RE OBTAINING A MIRROR FOR THE OPPOSITE SIDE OF THE ROAD.

Agenda items:

Prep, Year 1, Year 2, & Specialist Area

6. List of Jobs:

- Pool fence between Kombumerri & Groundsmen area so D & T and Visual Arts can use the area safely for painting – Rob to obtain a quote.
- Annual playground inspection needs to be done-particularly to assess Prep playground swing – WHSO to contact St.Vincent's for inspectors telephone number.
- Staff toilets are being accessed by parents and their small children constantly.Is this a safety issue also? – We will close the external door so it will be locked for anyone trying to access the area without a key.Stephen will email staff and put an article in the newsletter.
- Children are putting soap on the bathroom floors causing them to become very slippery when wet and children are getting changed after swimming. – We will suggest that the pool change rooms are used. Stephen will send an email.
- It has been brought to our attention that ordinary coffee cups are being used outside during supervision times. It is not acceptable and is a safety hazard. – WHSO to email all staff.
- There is a tripping hazard outside the staffroom entrance, the pavers are uneven. – Steve will re- lay the pavers.
- Prep. Year 1 and Year 2 areas are all good and not needing attention.
- Specialist areas need a big tidy up. They are being used as a dumping ground. We will also look at re-locating the piano teacher to free up more space for school officer use.

Next Meeting – Term 2 2016

Meeting closed 4:30pm

