

# Workplace Health and Safety Committee Meeting

## Minutes

**Date of meeting: 16 August 2017**

1. Meeting time: 9:30am in Staff Room
2. Attendance: Stephen Montgomery, Bernard Kearney, Helen Mills, Steve Sherlock
3. Apologies: Jeremy Cleverly
4. Minutes of last meeting (available on web page)
5. Business arising from last meeting minutes
  - Address parking in staff carpark and on ramp up to road and in front of bus shed. **DONE**
  - Fill pot holes-Steve to attend **DONE**
  - Make crossings more prominent – Rob to call line marker for professional job **DONE**
  - Plans to be done to re-design the entrance to the carpark and provide more parking spaces
  - END OF YEAR PLANS**
  - -Bernard to put notice in the newsletter re parking **DONE**
  - Bernard will address children playing in gardens below Mackillop **DONE**
  - Junior school walkway poles to be replaced – being attended to during school holidays **DONE**
  - END OF YEAR PLANS**
  - Look at options to change year 2 garden **END OF YEAR PLANS**
  - Steve has fixed the leak outside 2W **OK**
  - We now have a maintenance log on the staff portal so staff can log jobs directly
  - Year 2 bubbler needs bricks fixed in corners **BUILDER TO REPAIR**
  - Specialist area needs the skylight covered and 8 new chairs for prep use **ORDERED**
  - Bernard discussed a see through cage for lost property **DECIDING WHERE IT IS TO GO**
  - Prep ramp area needs a drain for water leaking from gutter **REPAIRED**
  - Prep playground needs the swing taken off the climbing net-heavy and at child head height **DONE**
  - Check soffall **WEEKLY**
  - Look at removing 2 carparks near the fence in bottom carpark to make it a one way carpark **HOLIDAYS**
  - Wire needs fixing on air conditioning cage outside manual arts room **FIXED**
  - Tighten rail on steps down to manual arts and repair pool fencing **BUILDER**

### Agenda items:

Library, PD Room, Years 3,4,5 & 6, Pool

6. List of Jobs:

- **POOL Inspection:** Bill Martin from BCE has been to do a thorough inspection of our pool and surrounds and is preparing a full report.
- **ALL** boarding on senior school stairwells need replacing
- **ALL** fire extinguishers , exit signs etc need to be checked – Wormald have been very inconsistent and we do not think the job is being done correctly.
- Yellow lines showing uneven concrete – Steve to get a grinder next holidays.

Next meeting Term 4 2017

Meeting closed 10:20