

Workplace Health and Safety Committee Meeting

Minutes

Date of meeting: 22 March 2017

1. Meeting time: 9am in Staff Room
2. Attendance: Bernard Kearney, Rob Fraser, Helen Mills, Steve Sherlock
3. Apologies: Stephen Montgomery & Jeremy Cleverly
3. Minutes of last meeting (available on web page)
4. Business arising from last meeting minutes.

- Lock gate to Kombumerri stairs-Steve to attend **Not now required**
- Pavers outside staffroom again-**Steve repaired**
- Sensor lights to be put in Admin carpark-Rob-**Being attended**
- Grade 1 and Prep lights outside to be fixed-**Good working order now**
- Close gate to grounds shed-**Being done**
- Mow clover for bees-**Constantly attended to**
- Remove ants nest-**Done**
- Trim trees on junior oval bank and senior oval-**Done**
- Call WHSO at Aquinas re fence alert-**WHSO to attend**
- Remove old bubbler in senior playground-**Look in to replacing**
- Replace soft fill-**Being done Easter holidays**

Agenda items:

Prep, Year 1, Year 2, Specialist Rooms, Manual Arts

6. List of Jobs:

- Address parking in staff carpark and on ramp up to road and in front of bus shed.
- Fill pot holes-Steve to attend
- Make crossings more prominent – Rob to call line marker for professional job
- Plans to be done to re-design the entrance to the carpark and provide more parking spaces
- -Bernard to put notice in the newsletter re parking

- Bernard will address children playing in gardens below Mackillop
- Junior school walkway poles to be replaced – being attended to during school holidays
- Look at options to change year 2 garden
- Steve has fixed the leak outside 2W
- We now have a maintenance log on the staff portal so staff can log jobs directly
- Year 2 bubbler needs bricks fixed in corners
- Specialist area needs the skylight covered and 8 new chairs for prep use
- Bernard discussed a see through cage for lost property
- Prep ramp area needs a drain for water leaking from gutter
- Prep playground needs the swing taken off the climbing net-heavy and at child head height
- Check softfall
- Look at removing 2 carparks near the fence in bottom carpark to make it a one way carpark
- Wire needs fixing on air conditioning cage outside manual arts room
- Tighten rail on steps down to manual arts and repair pool fencing
- Replace bricks on corner
- Hole in bottom oval between goal posts needs repairing
- Look at something to cover bare areas under trees (artificial turf, benches)
- Year on needs skylight replaced and door stripping on all doors
- Organize a plaque for the time capsule

Next meeting Term 2 2017

Meeting closed 10:20