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Minutes of WHS Committee Meeting (extract)

2. Business arising from previous meeting

2.1 First aid room: This will be discussed at the next meeting.

2.2 First aid training: A profile of the requirements will be put forward to the Executive.

2.3 Material Safety Data Sheets: The WHSO will advise at next meeting.

3. Agenda items

(a) The Building Maintenance Plan has now been completed. There has been some identification of some dangerous materials, but these have been very minimal. All precautions have been implemented in regard to safety; all findings have been documented and have all been identified for future reference. Contractors will be able to peruse this document prior to commencing any work in the building.

(b) A talk by the WHSO on ergonomics and repetitive strain injury will take place on Wednesday 7 August, Floor 2. Relevant staff are invited to attend. This training is compulsory for office staff and therefore will be held on another date as well. Date to be advised

(c) Fleet consideration: It was suggested that certain vehicles be replaced by smaller wagons to reduce the distance items have to be lifted into vehicles. This matter will be taken up at the next meeting.

(d) Forklift training: It was suggested that all relevant staff undergo forklift safety training. This item will be referred to the management committee for expenditure approval.

(e) The security door in Catering could create a fire hazard. It will be brought to the attention of the management.

4. Other business

The WHSO has advised that a SHARPS bin is now available to destroy any possibly used needles or syringes found in the vicinity of Quantum.

5. Next meeting: 22 October 2007 1.30 p.m. Floor 2, Conference Room