



Minutes of the Work Health and Safety Committee for
Tandem
Held at The Blaxland Centre, 25 Blaxland Crescent, GRIFFITH ACT 2603
on Monday 12 December 2011

The meeting commenced at 2.35pm

1. Attendance

Ann Murphy, Meredith Hudson, Martin Comans, Lorraine Conway

Apologies

Cheryl Statos, Deb Smorhun

Minute Taker

Meredith Hudson

2. Previous Minutes

Not tabled

2. Business Arising from Previous Minutes

Nil

3. Incident Reports

Not discussed

4. Hazard Reports

Not discussed

5. Update of current claims

Not discussed

6. Training

Not discussed

8. Other business

One office staff member from each area should attend WHS meetings from next year, also one board member should attend

WHS Committee's powers have been increased. Committee now need to approve policies

Thanks was given to Martin Comans for supporting Ann at Tandem House manual handling training session on the weekend

Manual handling training to be give to all staff

Committee meeting time to be changed to 2pm from next year

Ann has been delivering "Grab & Go" kits (evacuation procedures) to clients

Risk calculator from Worksafe ACT is being given to all CoOrdinators

Presentation to all staff to be given next year regarding new WHS laws

Committee to work through Tandem's policy and procedure manual

Suggestion – to open up the meeting for last 15 minutes so anybody can raise incidents/issues directly to the Committee

Memo to go to all office staff and support workers advising who their WHS rep is

Support plans should be changed to show exact procedures and to be signed off. If the procedures are not done properly we can then do something about it.

Support worker working hours. What is the hour limit staff can work? It is Tandem's responsibility. Committee to make recommendations

9. Next meeting

Next meeting will be held on Monday 13 February 2012 at 2.00pm