

# Health and Safety Committee Meeting - Minutes

<b>Business name</b>	<b>Maxicom (2013) Limited</b>	<b>Workplace/site address</b>	<b>20 Herekino Street Whangarei</b>
<b>Date 25/08/16</b>	<b>Start time: 09:05</b>		<b>Finish time 10:00</b>
<b>Attended by: Cherie Fisher, Shaun Sutherland, Casper Brouwer and Kyle Hughes.</b>		<b>Signature(s) of attendees</b>	
<b>Absent: None.</b>			
<b>Minutes Taken by: Shaun Sutherland</b>			

Agenda	Action(s) to be taken / notes		
<p><b>1. Meeting Start</b></p> <ul style="list-style-type: none"> <li>• <b>The meeting starts</b></li> <li>• General “catch-up”</li> <li>• Discussion on “what’s been happening in / to the business” since the last meeting</li> <li>• Raise any H&amp;S urgent issues that need addressing</li> <li>• Review previous H&amp;S Committee meeting’s minutes and “action to be taken” tasks</li> <li>• Introduce any “guest” speakers</li> <li>• “Guest” speaker have the floor</li> <li>• “Open” floor - Any other topics</li> </ul>	<p>Shaun welcomed all new committee members and explained the duties of the health and safety committee members and why we have these meetings.</p> <p>The minutes of the previous meeting were read.</p> <p>There was no business from the previous minutes.</p>		

Agenda	Action(s) to be taken / notes	Person(s) responsible	Date to be completed by
<p><b>2. Workplace Risks</b></p> <ul style="list-style-type: none"> <li>• Review and analysis all EXISTING Hazards/Risks</li> <li>• Review and analysis all NEW Hazards/Risks</li> <li>• Plant and Equipment</li> <li>• Vehicles</li> <li>• Tasks performed</li> <li>• Review completed forms, as required</li> <li>• Review previous meeting's "action to be taken" task</li> </ul>	<p>It was noted that the workshop needs a tidy up. There are a number of trip hazards.</p> <p>There were no new risks or hazards around plant and equipment, vehicles, tasks performed etc.</p>		
<p><b>3. Hazardous Substances</b></p> <ul style="list-style-type: none"> <li>• Review and analysis the Hazardous Substances Management records</li> <li>• Review previous meeting's "action to be taken" tasks</li> </ul>	<p>There is only Isopropyl Alcohol onsite and no more than 5 L at a time. We have the necessary paperwork in place for that.</p>		
<p><b>4. Safety Equipment</b></p> <ul style="list-style-type: none"> <li>• Review and analysis records for the following:</li> <li>• Health and Safety Signage</li> <li>• First Aid Equipment</li> <li>• Fire Fighting Equipment</li> <li>• Personal Protective Equipment (PPE)</li> <li>• Working from Heights Equipment</li> <li>• Electrical (and Gas) Equipment Testing</li> </ul>	<p>We reviewed safety equipment and no problems were found in this area.</p> <p>Cherie is to purchase a trolley for lifting heavy gear for Casper. This has been done.</p>	Cherie	25/08/16
<p><b>5. Emergency Preparedness</b></p> <ul style="list-style-type: none"> <li>• Review and analysis Emergency Evacuation records since the last meeting</li> <li>• Review completed forms, as required</li> <li>• Review previous meeting's "action to be taken" tasks</li> </ul>	<p>Emergency procedures were reviewed with no problems or changes required in this area.</p>		

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<p><b>6. Visitor, and Contractor Management</b></p> <ul style="list-style-type: none"> <li>Review and analysis Visitor and Contractor records since the last meeting</li> <li>Review completed forms, as required</li> <li>Review previous meeting's "action to be taken" tasks</li> </ul>	<p>Contractors handbooks need to be sent to:            Charlie            Brendon.            Chris            Northcom            Glynn has already been sent one.              Cherie to send.</p>	Cherie	End of August 2016
<p><b>7. Injuries, Incidents and Notifiable Events</b></p> <ul style="list-style-type: none"> <li>Review and analysis all Injuries that have occurred since the last meeting</li> <li>Incidents (Near misses)</li> <li>Lost Time Injuries</li> <li>Employee rehabilitation</li> <li>Review completed forms, as required</li> <li>Review previous meeting's "action to be taken" tasks</li> </ul>	No injuries or notifiable events were noted.		
<p><b>8. Team Health and Safety Meetings</b></p> <ul style="list-style-type: none"> <li>Review and analysis the previous Toolbox meeting's minutes and "action to be taken" tasks</li> <li>Review completed forms, as required</li> </ul>	Team health and safety meetings were reviewed with no problems or changes required in this area.		
<p><b>9. Training and Supervision</b></p> <ul style="list-style-type: none"> <li>Review and analysis Employee Training records since the last meeting</li> <li>Review completed forms, as required</li> <li>Review previous meeting's "action to be taken" tasks</li> </ul>	Training requirements were discussed and it was decided that no changes were required in this area.		

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<p><b>10. Health and Safety Personnel</b></p> <ul style="list-style-type: none"> <li>• Performance</li> <li>• Training needed</li> <li>• Re-appointments needed</li> </ul>	<p>All health and safety personal have been appointed and have sufficient training.</p>		
<p><b>11. Health and Safety System Review</b></p> <ul style="list-style-type: none"> <li>• H&amp;S Policy</li> <li>• Health and Safety Plans, and Budgets</li> <li>• Health and Safety Reference Library</li> <li>• H&amp;S Handbook</li> <li>• Mangers/Supervisors H&amp;S Appraisals</li> <li>• Employees H&amp;S Appraisals</li> <li>• OHS Management System Audits</li> </ul>	<p>Our H&amp;S policy has just been reviewed with the introduction of the new system and legislative changes. Shaun is currently in the process of upgrading the system. Shaun advised this will take a number of months to complete however operationally things should remain the same.</p>	Shaun	
<p><b>12. End of Meeting</b></p> <ul style="list-style-type: none"> <li>• “Open floor” on any other H&amp;S issues</li> <li>• Review the OH&amp;SMS “Setting up” tasks that have been completed to date</li> <li>• Discuss and decide on which OH&amp;SMS “Setting up” tasks are to be completed before the next meeting, and by whom</li> <li>• Assign the OH&amp;SMS “Setting up” tasks to the person(s) responsible</li> <li>• Confirm the time and place for the next meeting</li> <li>• <b>The meeting ends</b></li> </ul>	<p>No other issues were mentioned. Meeting closed at 10:00am</p>		
<p><b>Next Meeting scheduled for</b></p>	<p>23 November 2016</p>		