

**Safety Representative Meeting**  
**Tuesday 18<sup>th</sup> July 2006 at 3pm at the Beacon**

**Minutes**

**Chaired by:** Mike Sharrock  
**Minuted by:** Laura Wilson

**Attendees**

Mike Sharrock, John Davies, Geoff Eilbeck, Rosemary Ronaldson, Sue Stamper, Julie Shaw, Les Donnan and Laura Wilson (Ian Curwen for the latter part of the meeting)

**Apologies**

Zena Bergmann and Nash Thacker

1. Minutes of the last meeting

The minutes of the last meeting were agreed as a true and accurate record

2. Poster Campaign

At present there are no health and safety notice boards. Therefore Mike urged the group to email Corporate Team on Thursday 20<sup>th</sup> July in order to achieve a prompt resolution to this issue.

Mike directed the safety reps to the ROSPA website to a selection of posters.

3. Accident Investigation proposal forms

Mike asked the group to consider the new accident investigation forms. It was agreed that the safety reps would read the forms and then comment at the next meeting. Assuming the forms are okay we will then publish them.

Action: Safety reps to read and comment on Accident Investigation forms
---

4. Managers Guide to H & S – proposal booklet

Mike urged the group to read the document and comment at the next meeting

Action: Safety reps to read and comment on document
---

5. Intranet page update

Julie informed the group that this was the function of Communications rather than I.T. Ian Curwen then told the reps that he thought it would be appropriate to establish a H & S area on the intranet and also a shared drive which would just be available to the safety reps.

6. Round the table - suggestions

Ian told the group that there would be a health and safety item in the next Team Talk.

7. Issues raised /resolved/unresolved

Mike requested that the agenda for the next meeting should include the following topics:

- a) Benefone – emergency lone working phone

Action: all Safety Reps to consider the lone working requirements of staff in their department and bring to next meeting

Action: Julie S to check about the possibility of a tracking system on the Vodafone network

Mike informed the group that he has now established Safety Procedures policies for the Moresby depot and Catherine Street offices. These items will be discussed at the next meeting.

8. Any other Business

First aid room: Sue S informed the group about her concerns regarding the first aid room door. At present the door requires pin code entry which has caused difficulties in an emergency situation. Mike suggested that the door could be swipe card access.

First aid training: Mike informed the group that he was in the process of compiling a list of people to undertake the next round of training.

Temperature in atrium: Rose informed the group that the temperature in the atrium has significantly reduced following the installation of the new suspended ceiling.

Fire equipment in the Gatehouse at Moresby: Assessors found that a system had been installed in the gatehouse but had never been properly established. Therefore it was agreed that this system would be set up.

Safety Representative Meeting  
Tuesday 18<sup>th</sup> July 2006 at 3pm at the Beacon

Minutes

**Chaired by:** Mike Sharrock

**Minuted by:** Laura Wilson

**Attendees**

Mike Sharrock, John Davies, Geoff Eilbeck, Rosemary Ronaldson, Sue Stamper, Julie Shaw, Les Donnan and Laura Wilson (Ian Curwen for the latter part of the meeting)

**Apologies**

Zena Bergmann and Nash Thacker

1. Minutes of the last meeting

The minutes of the last meeting were agreed as a true and accurate record

2. Poster Campaign

At present there are no health and safety notice boards. Therefore Mike urged the group to email Corporate Team on Thursday 20<sup>th</sup> July in order to achieve a prompt resolution to this issue.

Mike directed the safety reps to the ROSPA website to a selection of posters.

3. Accident Investigation proposal forms

Mike asked the group to consider the new accident investigation forms. It was agreed that the safety reps would read the forms and then comment at the next meeting. Assuming the forms are okay we will then publish them.

Action: Safety reps to read and comment on Accident Investigation forms
---

4. Managers Guide to H & S – proposal booklet

Mike urged the group to read the document and comment at the next meeting

Action: Safety reps to read and comment on document
---

5. Intranet page update

Julie informed the group that this was the function of Communications rather than I.T. Ian Curwen then told the reps that he thought it would be appropriate to establish a H & S area on the intranet and also a shared drive which would just be available to the safety reps.

6. Round the table - suggestions

Ian told the group that there would be a health and safety item in the next Team Talk.

7. Issues raised /resolved/unresolved

Mike requested that the agenda for the next meeting should include the following topics:

- a) Benefone – emergency lone working phone

Action: all Safety Reps to consider the lone working requirements of staff in their department and bring to next meeting

Action: Julie S to check about the possibility of a tracking system on the Vodafone network

Mike informed the group that he has now established Safety Procedures policies for the Moresby depot and Catherine Street offices. These items will be discussed at the next meeting.

8. Any other Business

First aid room: Sue S informed the group about her concerns regarding the first aid room door. At present the door requires pin code entry which has caused difficulties in an emergency situation. Mike suggested that the door could be swipe card access.

First aid training: Mike informed the group that he was in the process of compiling a list of people to undertake the next round of training.

Temperature in atrium: Rose informed the group that the temperature in the atrium has significantly reduced following the installation of the new suspended ceiling.

Fire equipment in the Gatehouse at Moresby: Assessors found that a system had been installed in the gatehouse but had never been properly established. Therefore it was agreed that this system would be set up.

Display Screen Equipment assessments: Mike asked that Laura send out her DSE summary of findings template to the group as an example of good practice

Action: Laura to email DSE Summary for information

Date of Next Meeting

Friday 8<sup>th</sup> September 2006 at 1pm in the Nicholson Room at the Copeland Centre

To be on next agenda:

- 1) Managers guide to Health and Safety – discussion of booklet
- 2) Accident investigation forms
- 3) Notice boards
- 4) Intranet update
- 5) Benefone
- 6) Safety procedures policy

