



## Local Consultative Forum Minutes

**Group Linen Services  
Princess Alexandra Hospital campus  
4 August 2011 – 10:00am – 10:30am**

### Attendees

Name	Initials	Position
G. Brook	GB	Operations Manager
E. Tukavkin	ET	Production Supervisor
L. Kristensen	LK	Workplace Health and Safety Rep
N. Titmarsh	NT	Australian Workers Union PA rep
B. Owens	BO	Workplace Health and Safety Officer
R. Kaspers	RK	Maintenance PA
N. King	NK	Training Co-ordinator
R. Wenck	RW	Australian Workers Union PA rep
K. Grobler	KG	Training Secretariat

### Apologies

Name	Initials	Position
W. Byers	WB	Transport Supervisor
R. Anderson	RA	Transport Team Leader
M. Foelz	MF	Assistant Operations Manager
T. Anderson	TA	Secretariat

Subject	Outcomes	Action
<b>1. Confirmation of minutes</b>	Previous minutes approved	
<b>2. Business arising from previous minutes</b>	Nil	
<b>3. Standing agenda items</b>	<b>3.1 General:</b> Bag alarm in CBW area, can't hear.	LK to document how often for GB
	<b>3.2 Training</b> <ul style="list-style-type: none"> <li>• DAPPA's are in progress, 99.9% complete</li> <li>• Cert II, 19 applicants. Waiting for new enrolment</li> </ul>	

Subject	Outcomes	Action
	form. <ul style="list-style-type: none"> <li>• First Aid Officers need refresher course: CPR Switch needs to be done every 6 months.</li> <li>• New SIP booklet</li> <li>• Manual Handling: almost complete PAH</li> </ul>	
	<b>3.3 Operational</b> <ul style="list-style-type: none"> <li>• High tonnage: last week 19 tonnes</li> <li>• Absenteeism is bad at PAH: affecting budget due to over time call ins</li> <li>• Temporary team leader: changes in place.</li> <li>• Manual Handling: Staff bring up issues, not using Union/ Safety Reps.</li> <li>• Clock buzzer is working in clean area, but volume needs to be increased and the buzzer has yet to be started in soiled area</li> <li>• New position available: Maintenance Co-ordinator PAH</li> <li>• Warehouse in Virginia for State-wide linen</li> </ul>	GB looking for QH support  Reinforce to staff channels/ forums to be used May need more clocks. WK to chase up
	<b>3.4 Maintenance</b> <ul style="list-style-type: none"> <li>• Risk assessments: complete, next ones to be done in 2-3 years</li> <li>• Push button for #2 had a few issues: leaking, seals upgraded. Fixed.</li> </ul>	RK & GB to meet and discuss
	<b>3.5 Safety</b> <ul style="list-style-type: none"> <li>• Training dates: for 2012 are live</li> <li>• First Aid box: make sure report is filled out, make sure kits are checked</li> <li>• Chemicals: Eco lab coming into SIP tool - Any product changes inform BO and advise of stock level.</li> <li>• Glass in Microfiber mops: Garry Johnson reviewing send back if received (they will remove).</li> <li>• Blanket folder: Plastic barrier removed at TPCH, replaced with clear plastic at PAH.</li> <li>• Incident reports: quarterly stats available, delayed quarter.</li> </ul>	Place pile of incident report forms near First Aid kit
	<b>3.6 Client Services</b>	
	<b>3.7 Administration</b>	
	<b>3.8 Transport</b>	
<b>4. New business arising</b>	Nil	
<b>Next meeting</b>	<b>Date:</b> Thursday, 25 August 2011 <b>Chair:</b> G.Brook	