



Local Consultative Forum Minutes

Group Linen Services – PAH Campus
07 April 2011, 10:00-11:15 am

Attendees

Graham Brook	Operation Manager – Princess Alexandra Hospital
Maggie Foelz	A/ Production Coordinator – Princess Alexandra Hospital
Racheal Wenck	Australian Workers Union Representative
Lizabeth Kristensen	WHSR
Nic Titmarsh	AWU Representative
Ben Owens	WHSO
Maureen Bullock	A/ Training Coordinator
Tracey Anderson	Secretariat

Apologies

Rod McFarlane	Transport Sup.
Val Spencer	Operational Officer – Princess Alexandra Hospital
Maintenance PAH	

Subject

Outcomes

Action

Subject	Outcomes	Action
Attendance	The committee discussed the composition of our LCF and agreed that the following representation would be sufficient. Management x 2 (Chair), AWU delegates x 2, Safety x 2, Training Officer x 1, Maintenance x 1 (when available), Secretariat x 1 (Admin)	Graham Brook to discuss at next Management meeting re transport attendance at LCF meetings (when available)
Agenda	GB requested Agenda be sent with minutes	Tracey to note
Previous Meeting	All ok with, seconded and approved.	
Operational Update GB	Maintenance are trialling a 9 day fortnight – working extra ½ hour/day. Started approx 3 weeks ago. Closely monitoring effect on breakdowns, so far going well. Trial to run for 6 months.	

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Absenteeism	Absenteeism has been steadily increasing and is seriously affecting production. Some days up to 9 staff are on sick leave.	
Interviews	Filling the permanent positions is continuing, all interviews have been finalised and referee checks are commencing.	
Flu Injections	Completed on site, thanks to Infection Control.	
Clock	Buzzer to be installed as clocks are continually showing different times.	
Pause exercises	Implemented and progressing well ** BO advised Tony Lane is on secondment for six months, and his position has been advertised for backfill.	GB to discuss times at Management meeting. ** Contact D.Hall if needed.
Shelving	To be removed progressively and replaced with trolleys. This will start soon.	
Maintenance Meeting	Now every fortnight – mainly to discuss any outstanding work orders (CMMS)	
Fire Warden Training	Annual update was missed, due to conveyor not attending, BO advised new Fire and Safety Officer (Paul Hask)??	MB to arrange another date
DAPPAS	Are due. ET to do 002/003, MF to do 004 up. Paperwork will be ready soon.	
OH & S	BO advised all WH&S reps to be re-elected again shortly, then every 2 years.	
	BO asking that the Complete Register for the Safety Inspection Program be saved and forwarded to him. PAH is current.	BO to see MB re this
	BO advised some sections of SIP book not completed correctly. BO will forward more documentation on ergonomic workstations to assist in correcting this. Also some items are filled in incorrectly (ie ceiling mirrors)	
	Aggressive behaviour training – MB advised PAH up to date. Video is shown as training tool.	
From Previous meeting		
	BO to send an email to GB re Income Protection	Done
	BO spoke to P & D re: vehicle speeding through MLS road, GB confirmed this practise has ceased	
	BO after update re PPE in relation to burn injury in green room, MB advised that DH confirmed it's mandatory for long sleeved (OTJ) to be worn	
	GB talking with LJ re: OH&S reps having time prior to a	

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	meeting to discuss issues/concerns – Happy to sit with RW & LK re email from LJ	
OH & S	Deferred till July – to ensure reps know their function/role and that they have sufficient time to do as is required	
	Upcoming audit by OH&S Corporate will most likely include GLS PAH site	
Training Update	Chemical training has been completed	
	Fire warden training date to be rescheduled. See previous discussion note.	
	Accident Training DVD for PAH, contains graphic scenes. MB will warn staff prior to viewing.	
New Business Arising		
Year of Service Awards 20 yrs & over	Cesare Callioni is due Thursday 14/4 to present awards. TBA if for recipients only or all staff.	
Hep B Injections	Ben Owen's asking if mandatory	BO to follow up with Infection Control and advise at next meeting
Next Meeting		
	09 April 2011, 10:00am Princess Alexandra Hospital Dining Hall	Chair Person Graham Brook