



## Local Consultative Forum

### Minutes

#### Group Linen Services - Toowoomba Linen Service

11 May 2011 – 10:00 am – 10:30 am

#### ATTENDEES:

Terry Harris	Operations Manager
Justin Schultz	Production Manager
Elizabeth Heinermann	Australian Workers Union Rep
Linda Nothdurft	Workplace Health and Safety Rep
Jenny Blades	Operational Officer
Christine Winchester	A/Distribution Supervisor
Stuart Porter	Maintenance

#### APOLOGIES:

Julie Rowbotham	Secretariat
Ross Williams	Production Supervisor
Samantha Draper	Distribution supervisor

Subject	Outcomes	Action
<b>1. Confirmation of Minutes</b>	<ul style="list-style-type: none"> <li>Minutes from previous meeting confirmed as correct.</li> </ul>	
<b>2. Operational Update</b>	<ul style="list-style-type: none"> <li>Tonnage has been steady at 20 t per week. No fluctuation.</li> <li>Attendance and sick leave holding.</li> <li>Finance wise, tracking well. Have bought replacement linen. Getting stocks up before end of financial year.</li> </ul>	
<b>2.1 OH&amp;S</b>	<ul style="list-style-type: none"> <li>Stress to staff the importance of all incidents and/or near misses to be reported. Some recent incidents have developed into Work Cover claims.</li> <li>Mop draining going OK.</li> <li>Still trying to source the 25kg lifter springs for the barrows. JS mentioned that he has spoken to the</li> </ul>	<p>Noted</p> <p>Noted</p>

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	<p>engineers that the manufacturers who make the 50kg springs do not make 25kg springs. Should know in a week or so.</p> <ul style="list-style-type: none"> <li>• Rail has been installed from the Sewing Room to the Change Room.</li> <li>• The trolleys are being pushed up against the wall behind the ironer, up against the power points causing damage.</li> </ul>	<p>Noted</p> <p>“Buffer” to be installed to protect power points</p>
<p><b>2.2 Training</b></p>	<ul style="list-style-type: none"> <li>• There is a new statewide Code of Conduct policy out and there will be training on the new format in the near future. Will be done on site.</li> </ul>	<p>Noted</p>
<p><b>2.3 Maintenance</b></p>	<ul style="list-style-type: none"> <li>• The only circuit breaker to have recently been reset is the one on the Tunnel Finisher.</li> <li>• Repairs to the roof being carried out.</li> <li>• Water is leaking around the exhaust for the driers.</li> <li>• A quote has been received for about \$7,000 for the sealing of the sorting area floor.</li> </ul>	<p>BEMS is to be contacted to see if SP can reset circuit breakers.</p> <p>W/O to BEMS</p> <p>Outside quote being sought; then approval from Brisbane.</p>
<p><b>2.4 Client Services</b></p>	<ul style="list-style-type: none"> <li>• Still maintaining good communications with our Clients.</li> <li>• There has been an issue with curtains not being returned to the area they came from. TH is going to send an email stating that if curtains are being sent to the Laundry to advise us where they are coming from so they can be marked appropriately.</li> <li>• Rags are not being used on the Toowoomba campus. Our excess is being sent to Endeavour.</li> <li>• Terry has asked Hygiene at the Toowoomba Campus not to put the disposable rags in the wash as they don't wash.</li> </ul>	<p>Noted</p>
<p><b>2.5 General</b></p>	<ul style="list-style-type: none"> <li>• We now have a full complement of 'Woolworths' trolleys.</li> <li>• Denis Davis is coming up from Brisbane on 25 May to do a final run through on the stock list and enter it into the system. He will also explain how COG items will be handled.</li> </ul>	<p>Noted</p>
<p><b>3.0 New Business Arising</b></p>		
<p><b>Fatigue Mats</b></p>	<ul style="list-style-type: none"> <li>• JB queried when the Fatigue Mats will be coming.</li> </ul>	<p>TH is in the process of following up.</p>
<p><b>Service Awards</b></p>	<ul style="list-style-type: none"> <li>• TH said there will be a special Morning Tea for the staff who have accumulated 5, 10 &amp; 15 years.</li> </ul>	<p>Noted</p>
<p><b>New Uniforms</b></p>	<ul style="list-style-type: none"> <li>• New Staff Polo shirts have been ordered. There is a</li> </ul>	<p>Noted</p>

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	sizing range for fitting. Having to source where to buy blouses for those who don't want to wear Polo shirts	
<b>New Truck</b>	<ul style="list-style-type: none"> <li>• TH said the new truck should be here next week, and another one the week after.</li> </ul>	Noted
<b>Mental Health</b>	<ul style="list-style-type: none"> <li>• TH mentioned the press release on more money being spent on Mental Health, 24 beds at Mt Lofty and 20 accommodation beds at Toowoomba. Also the Oncology Unit will come online this year, plus the adolescent Mental Health Unit at AMHU. There will be an increased throughput of linen.</li> </ul>	Noted
<b>Next Meeting</b>	6 July 2011 at 10.00am	<b>Chair person:</b> Lynette Jones