



## Local Consultative Forum Minutes

Group Linen Services TPCH Campus  
05 April 2011, 1:00 pm-1:30 pm

Attendees	
Selwyn Tweedale	Assistant Operations Manager
Chris Dodd	Production Supervisor
Brett Bulmer	Maintenance
Cathy Noble	Australian Workers Union
Karl Pederson	Australian Workers Union
Neil Boyd	Australian Workers Union
Denis Davis	Client Services & Linen Coordinator
Katrina Bennetts	CMMS Quality Manager
Laurie Bliesner	Safety Rep
Gary So	Administration

Apologies	
Denise Harrison	Operation Manager TPCH
Narelle King	MLS Training Coordinator
Ben Owen	WHSO
Rod McFarlane	Transport Supervisor
Colin Hackwood	Safety Rep

Subject	Outcomes	Action
<b>1. Confirmation of Minutes</b>		
	<ul style="list-style-type: none"> <li>Minutes accepted</li> </ul>	
<b>2. Standing Agenda Items</b>		
<b>2.1 OH&amp;S</b>	<ul style="list-style-type: none"> <li>Sip Tools – Up to date and ongoing</li> <li>Work place Risk Assessment now completed, machine repairs identified and a couple outstanding etc. – Platform access.</li> <li>Maintenance Task Risk Assessments</li> </ul>	Colin Actioning  BB – work in progress

Subject	Outcomes	Action
<b>2.2 Pause Exercises</b>	<ul style="list-style-type: none"> <li>Floor Exercises everyone doing it four times a day.</li> </ul>	Tony Lane advised so
<b>2.3 Steriliser Timing</b>	<ul style="list-style-type: none"> <li>STERIS 1 &amp; 2 Clocks out of sync with clocks in Green Room.</li> </ul>	BB has fixed
<b>2.4 Birds</b>	<ul style="list-style-type: none"> <li>Bird Band Gel being trailed to be painted on surfaces. Work in progress.</li> </ul>	BB on going work in progress
<b>3. New Business Arising</b>		
<b>3.1 Operational</b>	<ul style="list-style-type: none"> <li>Linen Storage shed not happening, new storage Location facilities being sourced. Further development.</li> </ul>	ST & Bill sourcing avenues
<b>3.2 Training</b>	<ul style="list-style-type: none"> <li>How accidents can happen training completed. Fire Safety Training up to date. Dappa's starting in next two weeks.</li> </ul>	
<b>3.3 Maintenance</b>	<ul style="list-style-type: none"> <li>No issues raised.</li> </ul>	
<b>3.4 Safety</b>	<ul style="list-style-type: none"> <li>Safety reps are booked permanently in Quarterly update sessions. Last time misunderstanding of location of venue.</li> <li>Some staff members are starting shift early without supervision .Staff to be advised of Supervisors on the Floor.</li> </ul>	
<b>3.5 Client Services</b>	<ul style="list-style-type: none"> <li>Obsolete linen items have been removed from stock list-Night Gowns and PJS being superseded by Night Shirt when remaining Stock runs out.</li> </ul>	
<b>3.6 CMMS</b>	<ul style="list-style-type: none"> <li>Maintenance on Wheels of roll cages.</li> <li>CMMS Audit completed 98% compliant.</li> <li>ISO 1001 Certification done today and is ongoing.</li> </ul>	20 done – On going process, CD/ST over viewing
<b>3.7 General</b>	<ul style="list-style-type: none"> <li>Mirror to be fitted around blind spot above door in Tinny Room.</li> <li>Injury Incident reports will be discussed prior to end of meetings from now on.</li> <li>Staff Levels for cover.</li> <li>Starting Bell in Green Room out of sync with outside Bell.</li> <li>No Speakers in STERIS Room</li> </ul>	<p>Completed</p> <p>ST &amp; BO have discussed - Ongoing</p> <p>BB to action</p> <p>BB to look into</p>
<b>Next Meeting</b>		
	<p>24 May 2011 1:00 pm</p> <p>TPCH Dining Room</p>	<p><b>Chair person:</b></p> <p>Denise Harrison</p>