



Local Consultative Forum Minutes

Group Linen Services
The Prince Charles Hospital Campus
27 July 2011, 1:00 pm – 2:38 pm

Attendees

Name	Initials	Position
Denise Harrison	DH	Operations Manager
Selwyn Tweedale	ST	Assistant Operations Manager
Narelle King	NK	MLS Training Coordinator
Brett Bulmer	BB	Maintenance
William Byers	WB	Transport
Katrina Bennetts	KB	CMMS/Quality Manager
Denis Davies	DD	Client Services & Linen Coordinator
Cathy Noble	CN	Australian Workers Union
Karl Pederson	KP	Australian Workers Union
Antolin Berces	AB	Safety Rep
Collin Hackwood	CH	Safety Rep
Gary Soo	GS	Administration

Apologies

Name	Initials	Position
Ben Owens	BO	OH &S
Laurie Bliesner	LB	Safety Rep
Debbie Watkins	DW	Australian Workers Union

Subject	Outcomes	Action
1. Confirmation of minutes	Accepted	
2. Business arising from previous minutes	Nil	
3. Standing agenda items	<p>3.1 OH&S: Sip Tools – Up to date and ongoing</p> <p>3.2 Risk Assessment: on machine repairs have been identified still awaiting sign off</p>	Colin actioning DH, ST & BB to action.

Subject	Outcomes	Action
	<p>3.3 Maintenance Task Risk Assessments: Still waiting on completion of last of Machine Risk Assessments.</p> <p>3.4 Pause exercises: PA System speakers fading in and out</p> <p>3.5 Birds: Will trial moving of Balloons closer to the doors.</p>	<p>BB- work in progress KB to action.</p> <p>Ongoing work in progress.</p>
<p>4. New business</p>	<p>4.1 Quarterly reports: stats base on incidents reports cover cost, days lost for TPAH, TPCH & Transport.</p>	<p>BO supplied Graph sheet quarterly report.</p>
	<p>4.2 Operational</p> <ul style="list-style-type: none"> • Tonnage up due to seasonal fluctuations • Absenteeism high: ongoing • State Wide Linen warehouse open and State wide orders being packed at Virginia – racking has to be fitted, more shelving needed to house stocks. • Roll cage trolleys undertaken Risk Assessment. • TPCH will trial false bottoms on Roll cage trolleys. • Steel Imprest trolley – hooks being removed when trolley 	<p>Rod McFarlane overseeing.</p> <p>BO overseeing. DH & ST to action. BB overseeing</p>
	<p>4.3 Training</p> <ul style="list-style-type: none"> • Diploma of Management ongoing • DAPPA's near completion - ongoing Transport • Laurie Bliesner & Colin Hackwood are the new Safety representatives for P.C.H. • Staff ID & Security Cards for the car park are near completion. • Manual Handling training is continuing. • Approximately nineteen staff is interested in doing the OO2 certification course – waiting on new enrolment forms from Cunningham Education Centre. 	<p>NK & RM to action NK to oversee.</p>
	<p>4.4 Maintenance</p> <ul style="list-style-type: none"> • No issues raised. 	
	<p>4.5 Safety</p> <ul style="list-style-type: none"> • Exit signs have to be fixed & light covers missing in Private Clothing area to be replaced, Maintenance of Exit signs will be drafted into the CMMS System. • Air vents on computers in Private Clothing area are filling up with lint – a solution is needed to alleviate this problem 	<p>BB to action.</p> <p>KB to consult with CA</p>
	<p>4.6 Client Services</p> <ul style="list-style-type: none"> • Washing process of new “Rubber Made” Microfiber mops are an issue. M.L.S will cease this washing service. • Increase in linen clients • KG will act in DD role of Client Services while on annual leave. 	<p>KG & DD</p>

Subject	Outcomes	Action
	4.7 CMMS <ul style="list-style-type: none"> • No issues raised. 	
	4.8 Transport <ul style="list-style-type: none"> • New Trucks arrived and older trucks being serviced and rebuilt to use as backups. 	
	4.9 General <ul style="list-style-type: none"> • Injury Incident reports will be discussed prior to end of meeting now on. • Cleaning issues around the Washhouse, Machine room, Extractors, Trolley area and sorting area. – A schedule has to be put in place. • At 11:50a.m. and in the afternoon the Bins in the Dining Room must be cleaned. • Two staff members will be on site at the warehouse if needed. • State wide linen will be ordered through FAMMIS. 	Ongoing DH & ST to action DH & ST to action
Next meeting	Date: Tuesday 20 September 2011 Time: 1.00 pm Location: TPCH Dining Hall Chair: Denise Harrison	