Queensland Health Shared Service Partner



## Local Consultative Forum

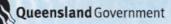
## **Minutes**

## Group Linen Services – The Prince Charles Hospital 24 May 2011 – 1:11 pm – 2:38 pm

ATTENDEES:			
Denise Harrison	Operations Manager		
Selwyn Tweedale	Assistant Operations Manager		
Narelle King	MLS Training Coordinator		
Ben Owens	WHSO		
Brett Bulmer	Maintenance		
Cathy Noble	Australian Workers Union		
Debbie Watson	Australian Workers Union		
Neil Boyd	Australian Workers Union		
Collin Hackwood	Safety Rep		
Gary So	Administration		

	APOLOGIES:
Katrina Bennetts	CMMS/Quality Manager
Denis Davies	Client Services & Linen Coordinator
Laurie Bliesner	Safety Rep
Karl Pederson	Australian Workers Union

Subject	Outcomes	Action
1. Confirmation of Minutes	Accepted	
2. Standing Agenda Items		
2.1 OH&S	<ul> <li>Sip Tools – Up to date and ongoing</li> </ul>	Colin Actioning
	This month E.P.E has to be done.	
	<ul> <li>Risk Assessment on machine repairs have been identified still has to be signed off on.</li> </ul>	
	Maintenance Task Risk Assessments.	BB- work in progress



First time right

Subject	Outcomes	Action
2.2 Pause Exercises	Floor exercises everyone doing it in some areas others noIt is mandatory.	ST to talk to Supervisors.
2.3 Steriliser Timing	No issues raised.	
2.4 Birds	Bird problems looking for solutions.	BB on going work in progress.
3.0 New Business Arising	• ST & DH attended a conference last week. Very informative e.g. infection control – also toured a linen Service in Victoria.	
	• Sourcing a good Alcohol hand wash. That was used readily in the Linen service - which is made by 3 M.	DH to forward NCS to BO to update stock holding in Chemlab.
	• Signs to be put in CBW area near Platformso staff know importance of washing hands.	
	<ul> <li>One afternoon staff member just smashes it – he doesn't use the hook until he is told to.</li> </ul>	ST & Supervisor to meet with staff.
	<ul> <li>!/4 yearly reports –stats base on incidents reports cover cost, days lost for TPAH, TPCH &amp; Transport.</li> </ul>	BO supplied Graph sheet ¼ yearly Report.
3.1 Operational	Tonnage up	
	Absenteeism high causing problems in production.	
	Lot of new linen purchased.	Rod McFarlane
	<ul> <li>Two offers had been put in for the Warehouse/Storage Shed (Virginia &amp; Hemmant) Virginia Storage shed should be signed off by the end of the week.</li> </ul>	overseeing.
	Changes around production floor e.g. Woolworth trolleys have replaced Brownbuilt shelving .more cleaner and more room.	More suggestions from everyone.
	•	
3.2 Training	Some staff members are starting studies towards getting their Diploma in Management.	
	Dappas near completion.	
	E.O.I for Safety Officers shown on board outside Office.	
3.3 Maintenance	No issues raised.	
3.4 Safety	No issues raised.	
3.5 Client	No issues raised.	



First time right

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Services		
3.6 CMMS	<ul> <li>Maintenance on wheels of roll cages</li> <li>Cmms Audit completed 98% compliant.</li> </ul>	30 to be done ongoing process, CD/ST managing.
	ISO 1001 Certification done and is ongoing.	
3.7 General	<ul> <li>Injury Incident reports will be discussed prior to end of meeting now on.</li> </ul>	Ongoing BB to look into.
	• Starting Bell in Green Room out of sync with outside bell.	BB to look into.
	No speakers in Steris Room & Sewing Room.	KB to action on.
Next Meeting	26 July 2011 1:00 pm	Chair person:
	TPCH Dining Room	Denise Harrison



First time right