



## 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
<b>1. Confirmation of Minutes</b>	<ul style="list-style-type: none"> <li>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>This month E.P.E has to be done.</li> <li>Risk Assessment on machine repairs have been identified still has to be signed off on.</li> <li>Maintenance Task Risk Assessments.</li> </ul>	<p>Colin Actioning</p> <p>BB- work in progress</p>

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<b>2.2 Pause Exercises</b>	<ul style="list-style-type: none"> <li>Floor exercises everyone doing it in some areas others no.-It is mandatory.</li> </ul>	ST to talk to Supervisors.
<b>2.3 Steriliser Timing</b>	<ul style="list-style-type: none"> <li>No issues raised.</li> </ul>	
<b>2.4 Birds</b>	<ul style="list-style-type: none"> <li>Bird problems looking for solutions.</li> </ul>	BB on going work in progress.
<b>3.0 New Business Arising</b>	<ul style="list-style-type: none"> <li>ST &amp; DH attended a conference last week. Very informative e.g. infection control – also toured a linen Service in Victoria.</li> <li>Sourcing a good Alcohol hand wash. That was used readily in the Linen service - which is made by 3 M.</li> <li>Signs to be put in CBW area near Platform.-so staff know importance of washing hands.</li> <li>One afternoon staff member just smashes it – he doesn't use the hook until he is told to.</li> <li>!/4 yearly reports –stats base on incidents reports cover cost, days lost for TPAH, TPCH &amp; Transport.</li> </ul>	<p><b>DH to forward NCS to BO to update stock holding in Chemlab.</b></p> <p><b>ST &amp; Supervisor to meet with staff.</b></p> <p><b>BO supplied Graph sheet ¼ yearly Report.</b></p>
<b>3.1 Operational</b>	<ul style="list-style-type: none"> <li>Tonnage up</li> <li>Absenteeism high causing problems in production.</li> <li>Lot of new linen purchased.</li> <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> <li>Changes around production floor e.g. Woolworth trolleys have replaced Brownbuilt shelving .more cleaner and more room.</li> <li></li> </ul>	<p>Rod McFarlane overseeing.</p> <p>More suggestions from everyone.</p>
<b>3.2 Training</b>	<ul style="list-style-type: none"> <li>Some staff members are starting studies towards getting their Diploma in Management.</li> <li>Dappas near completion.</li> <li>E.O.I for Safety Officers shown on board outside Office.</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>No issues raised.</li> </ul>	
<b>3.5 Client</b>	<ul style="list-style-type: none"> <li>No issues raised.</li> </ul>	

Subject	Outcomes	Action
<b>Services</b>		
<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 and is ongoing.</li> </ul>	<b>30 to be done ongoing process, CD/ST managing.</b>
<b>3.7 General</b>	<ul style="list-style-type: none"> <li>• Injury Incident reports will be discussed prior to end of meeting now on.</li> <li>• Starting Bell in Green Room out of sync with outside bell.</li> <li>• No speakers in Steris Room &amp; Sewing Room.</li> </ul>	<b>Ongoing</b> <b>BB to look into.</b>  <b>KB to action on.</b>
<b>Next Meeting</b>	26 July 2011 1:00 pm TPCH Dining Room	<b>Chair person:</b> Denise Harrison