

Team:	Health & Safety Representatives and Union Reps.				
Date:	Tuesday 10 September 2019	Time	13.00	Location	Teleconference – details in invite
	Present:	See Appendix A			
1.	Apologies:	Sheryll W, Cher Black, George McCloy, Rosanne Ellery, Linda McCartney			
2.	Welcome:	Shirlee-Ann Standen, Rachel			
3.	Minutes of Previous Meeting:	Accepted as a true account.			
4.	Matters Arising:	1. Nil.			
5.	H&S Observation / Learning <i>(e.g. any happening lately – anywhere – that has taught us something important about safety)</i>	1. Discussion around shoe covers – recommend that regions contact EBOS with the link to the boots that you were ordering from Office Max so they can provide like for like.			
6.	Health & Safety Issues/Highlights from Regions	<ol style="list-style-type: none"> 1. Northland: Keeley – discussed the shoe issue above. 2. Auckland: Tricia – no new issues. Has been involved in an issue with new staff but this has been resolved. 3. Nancy (Case Manager): discussed her role which is nation wide and may affect those on this call. Stressed the importance of a RiskMan into the system. Injuries mostly seen are strains and sprains. 4. Midland: Shirlee-Ann – asks about first aid courses as ambulance arrival time could be 2 hours in some remote areas especially in the middle of the night. Advised to contact regional manager wo discuss individual cases. 5. Tauranga: Toni-Rani – No issues. Fire drill went well last week. New hazard is lunch room with boiling tap starting to pour at random times – this is being fixed shortly. 6. Rotorua: Kellie – reporting lots of complaints re care plans not being updated or in the home. Plus travelling time not being allocated enough (Auckland and Hawkes Bay concur). 7. Central: Raewyn – nothing to report. 8. Hawkes Bay: Bronwyn – nothing to report. 9. Wellington: Karen – nothing to report. 10. Kapiti: Linda – nothing to report. 11. Support Office: Millie – nothing to report. 12. Upper South Island: Deborah & Rachael – asked question around rostered days off – Kellie was able to answer this question: “no more than 11 days in a row, at least 2 days off together in the first week, and 1 day in the second week” ref page 18 section 3 of the ? (Yet to be clarified). 13. Canterbury: No attendees. 14. Ashburton: Lee – nothing to report. 15. Balclutha: Jenny, Vanessa, Marylyn – testing and tagging just done in the office. 16. Southern: Kathy – nothing to report. <p style="color: red; margin-top: 5px;">Make sure ALL incidents are entered into RiskMan.</p>			
7.	Analysis of incidents & trends for the previous month and the year in	Refer Appendix B – no discussion ensued.			

8.	<p>total</p> <p>Significant Injuries during previous month.</p>	<ul style="list-style-type: none"> • Midland: Slipped on ramp and fell. Hurt her tailbone and thoracic spine. • Auckland: Slipped on concrete outside client's home carrying washing down a steep step. SW has broken her ankle and will be off work for at least 6 weeks. • Wellington: Tripped over at client's house and as he fell he hit his right shoulder. Sustained fractured right humerus. • Central: Tripped over at client's home heading to her car, landed on her left knee hard and fell with her left arm across her chest knocking her sternum.
9.	<p>H&S Objectives & Planning (e.g. strategic direction of H&S at Access.)</p>	<p>Injury Management:</p> <ul style="list-style-type: none"> • Reducing lost time through keeping injured employees engaged in the workplace by providing alternative duties where practical 100% of the time. • Achieving the 2 day notification time to the Access Case Manager of a claim 80% of the time • Achieving 75% compliance of the Weekly Monitoring requirement • Return staff to full pre-injury duties as soon and as safely as possible. • All on track <p>LTIFR Targets:</p> <ul style="list-style-type: none"> • Maintain frequency rates to those at end of F19. <p>Rationale:</p> <ul style="list-style-type: none"> ○ First year with AEP ○ This is likely to be the best we can achieve with our largely unsupervised workforce in the workplaces they operate and number of staff. ○ Next year we will review the target <ul style="list-style-type: none"> • ACC have advised the above is realistic. • Current LTIFR is 6.49 compared to 9.25 at same time last year (a reduction is good). <p>Shifts Lost:</p> <ul style="list-style-type: none"> • Aim to reduce shifts lost by 20% from previous year. • We are currently running just under an average of 113 days per month. • Current run rate is 59% reduction compared to last year. <p>ACC Funding Project:</p> <ul style="list-style-type: none"> • Work with Healthcare NZ, Geneva, MySkill and a consultant to prepare a proposal for funding to carry out research into reduction of injuries in the Community care setting • April – held first meeting to agree on research into relationship between manual handling training delivered in and injury rates • May – Consultant to prepare a one pager on his costs and what form the proposal will take. • June – Helen has sent some injury statistics to support our project, the others are doing the same. • July/August – CEOs have signed an agreement to work together if the funding is granted and to share the intellectual property with the rest of the sector. • HCHA has banded with us to put some more weight behind the proposal. <p>RiskMan replacement Project:</p> <ul style="list-style-type: none"> • CGov is confirmed as the replacement for RiskMan. • We are currently assisting CGov to ensure their back end is able to receive our data. • Current roll out date is 1 Feb 2020. • We continue to plan our process from now to then.

Health & Safety Reps – Minutes

10.	Hazard Management <i>(Newly identified hazards and controls (hazard register updated?), any new equipment)</i>	Nil new
11.	New/amended legislation or codes of practice, Access policies & procedures <i>(relevant to Access H&S only)</i>	Nil
12.	H&S Audits / Inspections / Fire Drills due or completed <i>(check the calendar of events)</i>	Tauranga office fire drill went well.
13.	Update from previously raised issues	<ul style="list-style-type: none"> • A Rep has reported that there was only a few days between getting the invite for the SW meeting and the date – a number of others from different regions have had the same thing. Helen will raise this at Mondays RM Meeting. This has been raised with the RMs. • Discussion also went to the fact that there are no minutes of these meetings. Helen will also raise this at the RM meeting. This has been raised with the RMs who have agreed to provide these.
14.	Other <i>(anything outstanding not already covered)</i>	<ul style="list-style-type: none"> • Can these minutes to on the SW portal? Yes – I will arrange this. •

Meeting Closed (Time)

Next meeting:	Date	8 October 2019	Time	1.00pm	Venue	Teleconference
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Future meeting dates:

Group	Year	Dates	Day	Times
H&S Reps	2019	08 October 12 November 10 December	Tuesdays	13.00 to 14.00

Appendix A - H&S Rep Membership and Meeting Attendance Record

Region	Rep	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Northland	Keeley Johnson	New											
National H&S	Helen Harris												
Auckland	Patricia Haskell												
	Jeanine Toatapu												
	Nancy Badiei												
Total Care Health	Tania Baller												
BRC - Tauranga	Toni-Rani Licon												
Midland - Coromandel	Shirlee-Anne Standen												
Midland - Hamilton	Sheryl Whitt												
Midland - Morrinsville	Karen Reeve												
UNION DELEGATE (Rotorua)	Kellie Munn												
Central - Palmerston N	Linda McCartney												
	Raewyn Brew												
Central - Whanganui	Sandra Fraser												
Central - Hawkes Bay	Bronwyn Witbrock												
Wellington - Porirua	Karen Williams												
	Emily Leota												
Wellington - Kapiti	Linda Lonsdale												
Wellington - Petone	Amelia Falleni												
Nelson	Sue Best												
	Rosanne Ellery												
	Deborah Yee												
	Rachael Richards		New										
Canterbury – Christchurch	Tussy Stewart												
Canterbury - Rangiora	George McCloy												
Canterbury - Ashburton	Lee Wilson												
Canterbury - Timaru	Vacant												
Southern - Dunedin													
Southern - Oamaru	Liz Walker												
	Lisa Matthews												
Southern - Balclutha	Jenny Phillips												
	Marilyn O'Donahue												
	Vanessa Carline												
Southern - Invercargill	Kathy Ralston												
	Cher Black												
	Daphne Spencer												
	Sally Glass												

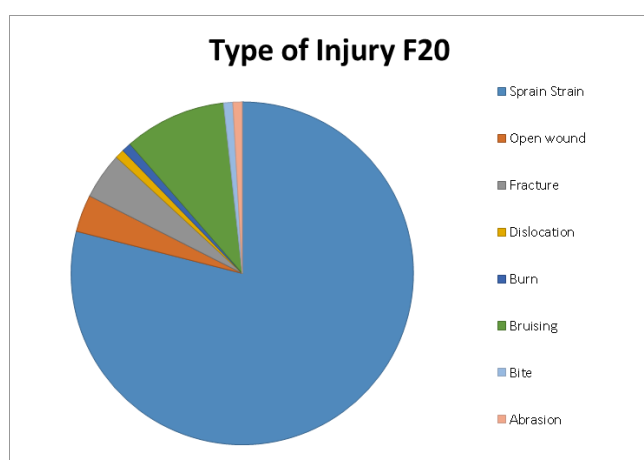
Key:

	Present		Apologies
	No show		Annual Leave

Appendix A – Analysis of Injuries and Incidents.

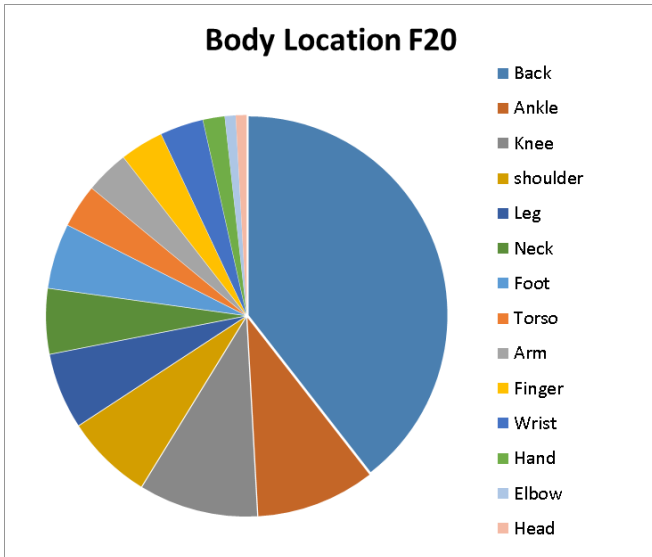
1. Type of Injury

Injury Type	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Sprain Strain	27	25	24	14	17								107
Open wound	0	0	2	2	3								7
Fracture	0	3	0	2	1								6
Dislocation	0	0	1	0	0								1
Burn	0	0	1	0	0								1
Bruising	3	2	3	3	3								14
Bite	1	0	0	0	0								1
Abrasion	1	0	0	0	0								1
Total	32	30	31	21	24	0	0	0	0	0	0	0	138

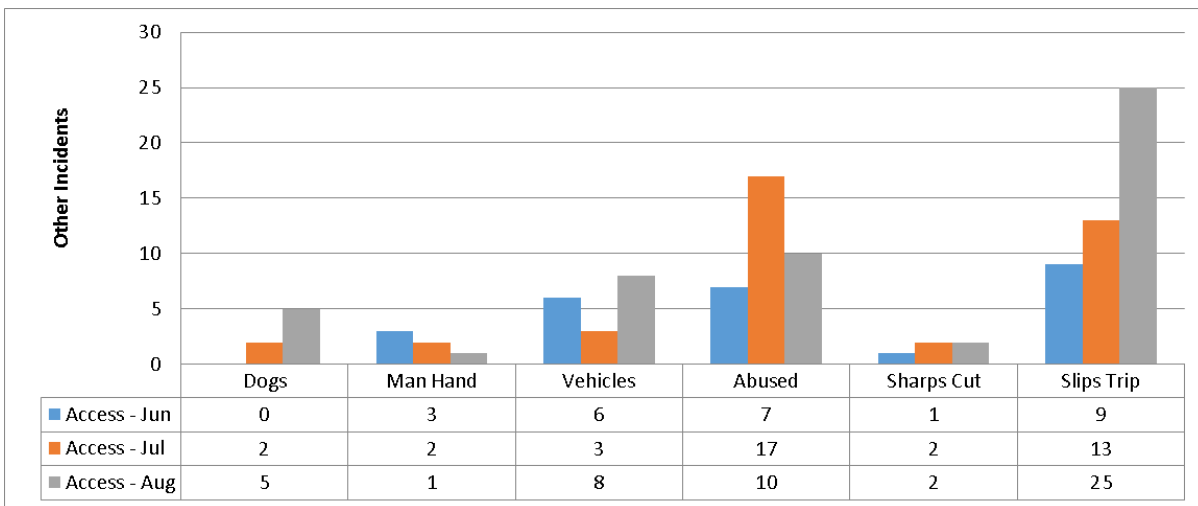


2. Body Location

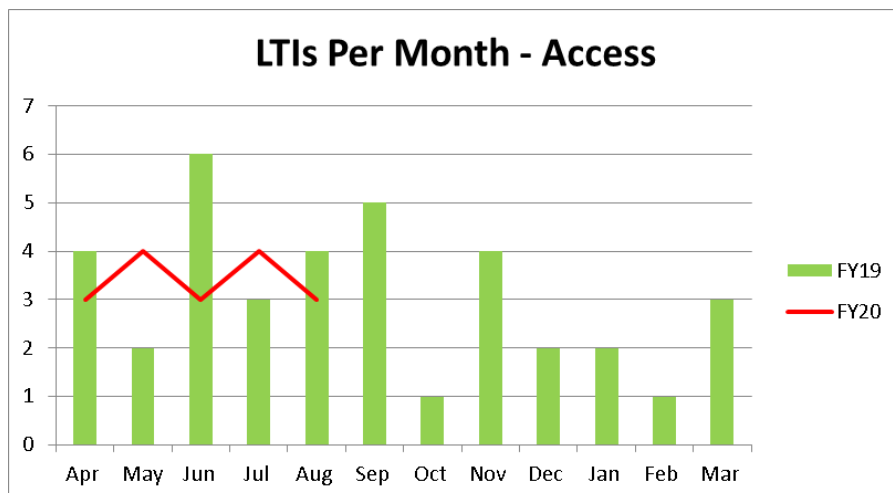
Body Location	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Back	9	16	14	7	6								52
Ankle	2	3	4	2	4								15
Knee	5	3	2	1	2								13
shoulder	2	1	1	4	5								13
Leg	5	0	1	1	2								9
Foot	1	1	2	2	0								6
Neck	2	1	2	1	0								6
Arm	2	1	0	1	1								5
Wrist	1	2	0	1	1								5
Finger	1	0	1	2	0								4
Torso	1	1	2	0	0								4
Elbow	1	0	0	0	2								3
Hand	0	0	2	0	0								2
Head	0	1	0	1	0								2
Total	32	30	31	23	23								139



3. Other Incidents – last 3 Months



4. Lost Time Injuries



Appendix B – Summary of Hazards on our Generic Hazard Register: Post March 2019 Review.

NO	HAZARD
1.	<p>MOVING AND HANDLING.</p> <p>Hazards:</p> <ul style="list-style-type: none"> - Lifting. - Pulling. - Pushing. - Twisting. - Poor body position. - Bending.
2.	<p>DOGS AND DOMESTIC ANIMALS, FERAL ANIMALS.</p> <p>Hazards:</p> <ul style="list-style-type: none"> - Dog bites. - Cat scratches, - Animal attacks. - Exposure to animal faeces, urine vomit or bodily excreta.
3.	<p>CHALLENGING BEHAVIOUR / UNPREDICTABLE BEHAVIOUR.</p> <ul style="list-style-type: none"> • CLIENT TO STAFF. • STAFF TO STAFF <p>Hazards:</p> <ul style="list-style-type: none"> • Physical abuse. • Verbal abuse. • Psychological abuse. • Sexual abuse
4.	<p>SLIPS, TRIPS & FALLS.</p> <ul style="list-style-type: none"> • At offices. • At clients. • Between clients. <p>Hazard:</p> <ul style="list-style-type: none"> • Uneven surfaces. • Spillages. • Changes in level. • Adverse weather. • Poorly maintained / cleaned surfaces. • Falls from height – use of ladders, stairs and steps.
5.	<p>TRAVELING IN THE COURSE OF WORK.</p> <p>Hazards:</p> <ul style="list-style-type: none"> • Car accidents • Personal injury • Cycling on busy roads • Driving on rural roads • High speed motorway driving • Adverse weather • Other road users and vehicles.
6.	<p>ELECTRICITY.</p> <p>Hazards:</p> <ul style="list-style-type: none"> • Vacuum cleaner. • Toasters, etc.
7.	<p>INFECTIOUS DISEASE HAZARDS.</p> <p>Hazards:</p> <ul style="list-style-type: none"> • Needle stick. • Infectious / notifiable diseases. • Viral and bacterial infections. • Insect and parasitic infections.
8.	<p>FATIGUE & STRESS (CHRONIC & ACUTE).</p> <p>Hazards:</p> <ul style="list-style-type: none"> • Traffic accidents. • Client accidents. • Injury at work or home. • Mental and psychological events. • Family, colleagues and public at risk of injury.

NO	HAZARD
9.	NATURAL DISASTERS. Hazards: <ul style="list-style-type: none"> • Earthquake. • Tsunami. • Volcanic eruption. • Adverse weather events. • Fire. • Injury from falling objects. • Clients' cares affected by disruption to service.
10.	ASBESTOS. Hazards: <ul style="list-style-type: none"> • Inhalation of exposed / damaged asbestos particles leading to Asbestosis.
11.	FIRE Hazards: <ul style="list-style-type: none"> • Dangerous buildings. • Unsafe working conditions & environments. • Rubbish build up.
12.	HAZARDOUS SUBSTANCES. Hazards: <ul style="list-style-type: none"> • Use of cleaning chemical / dangerous chemicals. • Use of oxygen for clients.
13.	ALLERGIC REACTION. Hazards: <ul style="list-style-type: none"> • Rubber gloves, • Latex, • Chemicals
14.	LONE WORKING. Hazards: <ul style="list-style-type: none"> • Staff working in isolation. • Staff injuries / medical emergencies. • Missing / unaccounted staff in emergency events. • Staff unable to raise alarm in emergency.
15.	SUBSTANCE ABUSE. Hazards: <ul style="list-style-type: none"> • Impairment. • Accidents (on road and with clients). • Lack of judgement and capability.
15.	SHARP OBJECTS Hazards: <ul style="list-style-type: none"> • Kitchen knives. • Broken Glass. • Needles & syringes.
17.	EXTREME TEMPERATURE. Hazard: <ul style="list-style-type: none"> • Too hot. • Too cold. • Adverse weather events / conditions.
18.	BURNS & SCALDS. Hazards: <ul style="list-style-type: none"> • Hot water. • Cooking appliances. • Fires and heaters. • Refer to Hazardous substances above.
19.	SMOKING (including passive smoking) includes vaping. Hazards: <ul style="list-style-type: none"> • Passive smoking. • Passive use of drugs. • Distraction.