

<b>Team:</b>	<b>Health &amp; Safety Representatives and Union Reps.</b>				
<b>Date:</b>	Tuesday 13 August 2018	<b>Time</b>	13.00	<b>Location</b>	Teleconference – details in invite
	Present:	See Appendix A			
1.	Apologies:	Liz W, Sheryll W, Karen R, Kellie M, Sue B, Tussy S.			
2.	Welcome:	Karen Reeve (Midlands), Vanessa Carline (Balclutha), Shirlee-Anne Standen (Midlands), Keeley Johnson (Northland),			
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. Linda has noted a number of car accidents in the central region and feels at least one is due to low blood sugar.			
6.	Health & Safety Issues/Highlights from Regions	<ol style="list-style-type: none"> <li>1. <b>Northland:</b> Keeley – one SW has a shoulder injury from doing CPR but this did not happen at work.</li> <li>2. <b>Auckland:</b> Tricia – was visiting the branch office recently and noticed cords running across the floor – she has mentioned this to the staff involved who have made an effort to do this more safely..</li> <li>3. <b>Midland:</b> No attendees.</li> <li>4. <b>Central:</b> Linda – Found an issue with bulk AVA messages – suggest she speak to Androulla. Asked how we prevent the risk of a SW who is elderly to not care for high needs clients – suggestions were that a warning note, or block from specific clients – maybe speak to Rachael for more advice.</li> <li>5. <b>Hawkes Bay:</b> Bronwyn – nothing to report.</li> <li>6. <b>Wellington:</b> Karen &amp; Linda – still organising the office.</li> <li>7. <b>Support Office:</b> Millie – nothing to report.</li> <li>8. <b>Upper South Island:</b> Roseanne and Deborah – Rachel has retired so they are catching up on what she was doing. Nasty non-work injury to one of their SW involving a car.</li> <li>9. <b>Canterbury:</b> George – Getting first aid kits for all work vehicles.</li> <li>10. <b>Ashburton:</b> Lee – weather events, SW aquaplaned while travelling between clients – she is fine. Council had put up signs afterwards. Balancing client and SW safety in these weather events.</li> <li>11. <b>Balclutha:</b> Jenny, Vanessa, Marylyn – Road closures, SW needle stick – procedure followed – however, reminder that Access does not pay medical care surcharge.</li> <li>12. <b>Southern:</b> Cher – STF mentioned in Regional Meeting.</li> <li>13. <b>Union Representation:</b> apologies.</li> </ol> <p><b>Make sure ALL incidents are entered into RiskMan.</b></p>			
7.	Analysis of incidents & trends for the previous month and the year in total	Refer Appendix B – no discussion ensued.			
8.	Significant Injuries during Jul.	<ul style="list-style-type: none"> <li>• <b>Midland:</b> Slipped on ramp and fell. Hurt her tailbone and thoracic spine.</li> <li>• <b>Auckland:</b> 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.</li> <li>• <b>Wellington:</b> Tripped over at clients house and as he fell he hit his right shoulder. Sustained fractured right humerus.</li> <li>• <b>Central:</b> 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.</li> </ul>			

<p>9.</p>	<p>H&amp;S Objectives &amp; Planning (<i>e.g. strategic direction of H&amp;S at Access.</i>)</p>	<p><b>Injury Management:</b></p> <ul style="list-style-type: none"> <li>• Reducing lost time through keeping injured employees engaged in the workplace by providing alternative duties where practical 100% of the time.</li> <li>• Achieving the 2 day notification time to the Access Case Manager of a claim 80% of the time</li> <li>• Achieving 75% compliance of the Weekly Monitoring requirement</li> <li>• Return staff to full pre-injury duties as soon and as safely as possible.</li> </ul> <p><b>LTIFR Targets:</b></p> <ul style="list-style-type: none"> <li>• Maintain frequency rates to those at end of F19.</li> </ul> <p>Rationale:</p> <ul style="list-style-type: none"> <li>○ First year with AEP</li> <li>○ This is likely to be the best we can achieve with our largely unsupervised workforce in the workplaces they operate and number of staff.</li> <li>○ Next year we will review the target</li> </ul> <ul style="list-style-type: none"> <li>• ACC have advised the above is realistic</li> </ul> <p><b>Shifts Lost:</b></p> <ul style="list-style-type: none"> <li>• Reduce shifts lost by 20% from previous year.</li> <li>• We are currently running just under the 98 days per month that will get us to a 20% decrease from last year. However, we have already had 4 serious injuries during May that will each require several weeks to rehabilitate. Reduce shifts lost by 20% from previous year.</li> <li>• We are currently running just under the 98 days per month that will get us to a 20% decrease from last year. However, we have already had 4 serious injuries during May that will each require several weeks to rehabilitate.</li> </ul> <p><b>ACC Funding Project:</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• April – held first meeting to agree on research into relationship between manual handling training delivered in and injury rates</li> <li>• May – Consultant to prepare a one pager on his costs and what form the proposal will take.</li> <li>• June – Helen has sent some injury statistics to support our project, the others are doing the same.</li> <li>• July/August – preparation of a paper to the respective CEOs is nearly ready.</li> </ul> <p><b>RiskMan replacement Project:</b></p> <ul style="list-style-type: none"> <li>• CGov is confirmed as the replacement for RiskMan.</li> <li>• We are currently assisting CGov to ensure their back end is able to receive our data.</li> </ul>
<p>10.</p>	<p>Hazard Management (<i>Newly identified hazards and controls (hazard register updated?), any new equipment</i>)</p>	<p>Nil new</p>
<p>11.</p>	<p>New/amended legislation or codes of practice, Access policies &amp; procedures (<i>relevant to Access H&amp;S only</i>)</p>	<p>Nil</p>
<p>12.</p>	<p>H&amp;S Audits / Inspections / Fire Drills due or completed (<i>check the calendar of events</i>)</p>	<p>None discussed.</p>
<p>13.</p>	<p>Other (<i>anything outstanding not already covered</i>)</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Discussion also went to the fact that there are no minutes of these meetings. Helen will also raise this at the RM meeting.</li> </ul>

<b>Meeting Closed (Time)</b>						
<b>Next meeting:</b>	<b>Date</b>	10 September 2019	<b>Time</b>	1.00pm	<b>Venue</b>	Teleconference

**Future meeting dates:**

Group	Year	Dates	Day	Times
H&S Reps	2019	13 August 10 September 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												
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												
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												

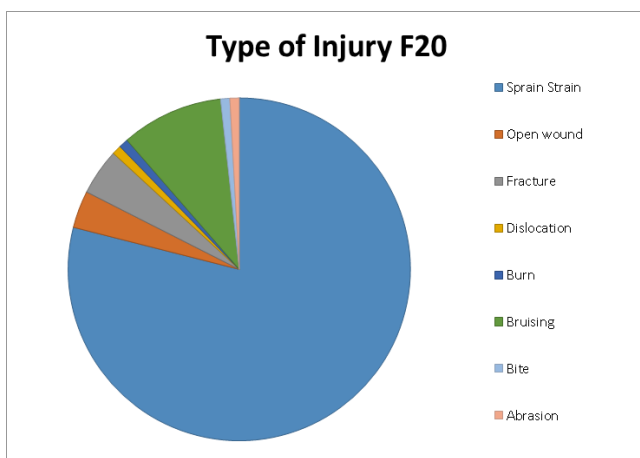
**Key:**

	Present		Apologies
	No show		Annual Leave

**Appendix A – Analysis of Injuries and Incidents.**

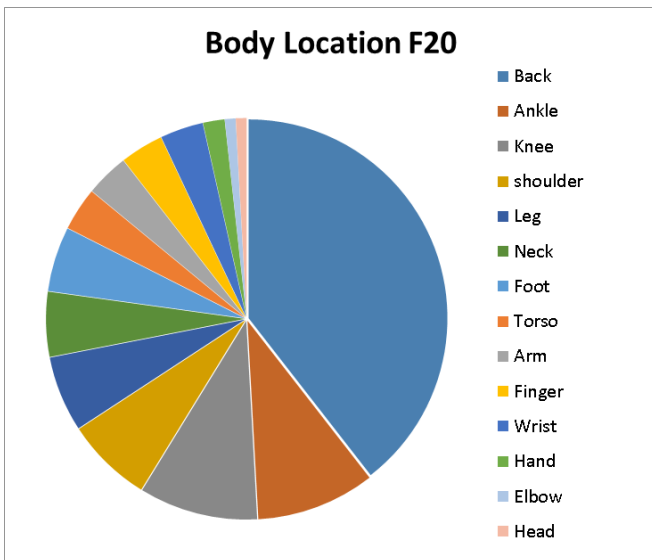
**1. Type of Injury**

Injury Type	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Sprain Strain	27	25	24	14									
Open wound			2	2									
Fracture		3		2									
Dislocation			1										
Burn			1										
Bruising	3	2	3	3									
Bite	1												
Abrasion	1												
<b>Total</b>	<b>32</b>	<b>30</b>	<b>31</b>	<b>21</b>									

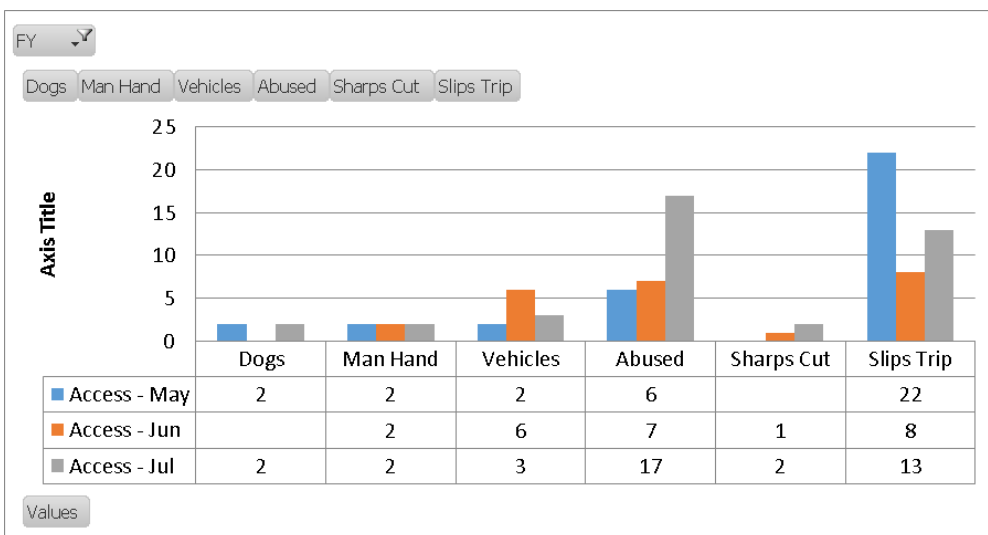


**2. Body Location**

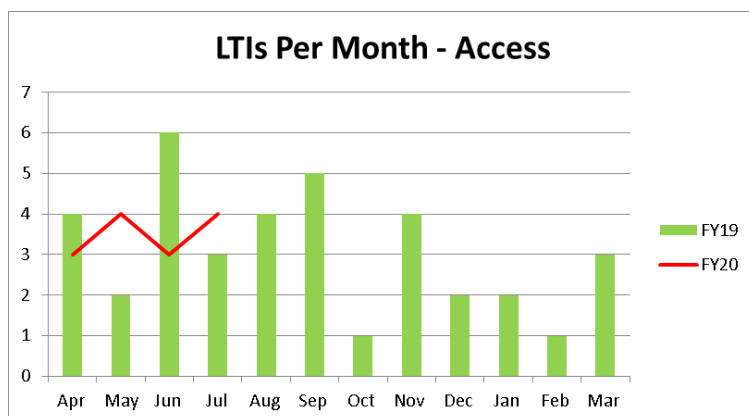
Body Location	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Back	9	16	14	6									
Ankle	2	3	4	2									
Knee	5	3	2	1									
shoulder	2	1	1	4									
Leg	5		1	1									
Neck	2	1	2	1									
Foot	1	1	2	2									
Torso	1	1	2										
Arm	2	1		1									
Finger	1		1	2									
Wrist	1	2		1									
Hand			2										
Elbow	1												
Head		1											
<b>Total</b>	<b>32</b>	<b>30</b>	<b>31</b>	<b>21</b>									



### 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.	<b>MOVING AND HANDLING.</b> <u>Hazards:</u> <ul style="list-style-type: none"> <li>- Lifting.</li> <li>- Pulling.</li> <li>- Pushing.</li> <li>- Twisting.</li> <li>- Poor body position.</li> <li>- Bending.</li> </ul>
2.	<b>DOGS AND DOMESTIC ANIMALS, FERAL ANIMALS.</b> <u>Hazards:</u> <ul style="list-style-type: none"> <li>- Dog bites.</li> <li>- Cat scratches,</li> <li>- Animal attacks.</li> <li>- Exposure to animal faeces, urine vomit or bodily excreta.</li> </ul>
3.	<b>CHALLENGING BEHAVIOUR / UNPREDICTABLE BEHAVIOUR.</b> <ul style="list-style-type: none"> <li>• CLIENT TO STAFF.</li> <li>• STAFF TO STAFF</li> </ul> <u>Hazards:</u> <ul style="list-style-type: none"> <li>• Physical abuse.</li> <li>• Verbal abuse.</li> <li>• Psychological abuse.</li> <li>• Sexual abuse</li> </ul>
4.	<b>SLIPS, TRIPS &amp; FALLS.</b> <ul style="list-style-type: none"> <li>• At offices.</li> <li>• At clients.</li> <li>• Between clients.</li> </ul> <b>Hazard:</b> <ul style="list-style-type: none"> <li>• Uneven surfaces.</li> <li>• Spillages.</li> <li>• Changes in level.</li> <li>• Adverse weather.</li> <li>• Poorly maintained / cleaned surfaces.</li> <li>• Falls from height – use of ladders, stairs and steps.</li> </ul>
5.	<b>TRAVELING IN THE COURSE OF WORK.</b> <u>Hazards:</u> <ul style="list-style-type: none"> <li>• Car accidents</li> <li>• Personal injury</li> <li>• Cycling on busy roads</li> <li>• Driving on rural roads</li> <li>• High speed motorway driving</li> <li>• Adverse weather</li> <li>• Other road users and vehicles.</li> </ul>
6.	<b>ELECTRICITY.</b> <u>Hazards:</u> <ul style="list-style-type: none"> <li>• Vacuum cleaner.</li> <li>• Toasters, etc.</li> </ul>
7.	<b>INFECTIOUS DISEASE HAZARDS.</b> <u>Hazards:</u> <ul style="list-style-type: none"> <li>• Needle stick.</li> <li>• Infectious / notifiable diseases.</li> <li>• Viral and bacterial infections.</li> <li>• Insect and parasitic infections.</li> </ul>
8.	<b>FATIGUE &amp; STRESS (CHRONIC &amp; ACUTE).</b> <u>Hazards:</u> <ul style="list-style-type: none"> <li>• Traffic accidents.</li> <li>• Client accidents.</li> <li>• Injury at work or home.</li> <li>• Mental and psychological events.</li> <li>• Family, colleagues and public at risk of injury.</li> </ul>

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