

Health & Safety Reps – Minutes

Team:	Health & Safety Representatives and Union Reps.				
Date:	Tuesday 15 Oct 2019	Time	13.00	Location	Teleconference – details in invite
	Present:	See Appendix A			
1.	Apologies:	Karen Williams, Jenny Phillips, Rachael Richards, Liz Walker, Sheryll Whitt, Sue Best,			
2.	Welcome:	No new attendees			
3.	Minutes of Previous Meeting:	Accepted as a true account.			
4.	Matters Arising:	1. Nil.			
5.	H&S Observation / Learning (e.g. any happening lately – anywhere – that has taught us something important about safety)	1. Masks can now be obtained from any Unichem or Life Pharmacy. Does everyone know what the process is? <b style="color: red;">Make sure ALL incidents are entered into RiskMan.			
6.	Health & Safety Issues/Highlights from Regions	<ol style="list-style-type: none"> 1. Northland: Keeley – no issues. 2. Auckland: Tricia – SW requesting leave and not being responded to in a timely manner – advised to take this to the RM. 3. Midland: No attendees. 4. Tauranga: Toni-Rani – water builds up in kitchen? leak – found and managed using inspection process. HH to send correct inspection form – see attached. 5. Rotorua: Kellie – when urgent leave is required - discussed. 6. Central: Lynda – no issues. 7. Hawkes Bay: No attendees. 8. Wellington: No attendees. 9. Kapiti: No attendees. 10. Support Office: Millie – no issues. 11. Upper South Island: Rosanne – lots of pollen around the area. 12. Rangiora: George – no issues 13. Canterbury: No attendees. 14. Ashburton: Lee – no issues. 15. Balclutha: Vanessa – no issues. 16. Southern: Kathy/Cher – testing and tagging just done in the office. Charlie has just completed an audit. Lots NWR ACC claims within the team putting pressure on remaining staff. 			
7.	Analysis of incidents & trends for the previous month and the year in total	Refer Appendix B.			
8.	Significant Injuries during previous month.	<ul style="list-style-type: none"> • Canterbury: Fell forward down 2 steps; hit a wooden sleeper, neck, head and leg injuries. • Wellington: Helping client move from bed to chair when the client fell, caught by SW. R shoulder injury. • Wellington: Tripped on lip on client ramp - hand out to the rail - caught rail with right hand - shoulder pain. • Upper South Island: Walking up driveway to care for client fell over hit head and fingers on driveway. 			
9.	H&S Objectives & Planning (e.g. strategic direction of H&S at Access.)	Injury Management: <ul style="list-style-type: none"> • Reducing lost time through keeping injured employees engaged in the workplace by providing alternative duties where practical 			

		<p>100% of the time.</p> <ul style="list-style-type: none"> 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 6.27 compared to 9.18 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 125 days per month. Current run rate is 17% 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 Proposal has been submitted – I will update you when we know more. <p>RiskMan replacement Project:</p> <ul style="list-style-type: none"> CGov is confirmed as the replacement for RiskMan. Current roll out date is 1 Feb 2020. We continue to plan our process from now to then.
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>	Rangiora office – fire drill 17/9.
13.	Update on previously raised issues	1. Can these minutes to on the SW portal? I have not achieved this yet but will before the next meeting.
14.	Tutorial	Risk Assessments – refer to presentation attached.
15.	Other <i>(anything outstanding not already covered)</i>	•
Meeting Closed (Time)		2.00pm
Next meeting:	Date	12/11 2019
	Time	1.00pm
	Venue	Teleconference

Future meeting dates:

Group	Year	Dates	Day	Times
H&S Reps	2019	12 November 10 December Feb - tba	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 - 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												

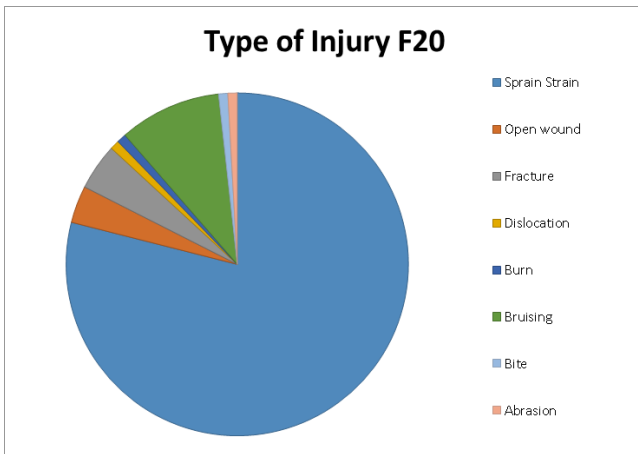
Key:

	Present		Apologies
	No show		Annual Leave

Appendix A – Analysis of Injuries and Incidents.

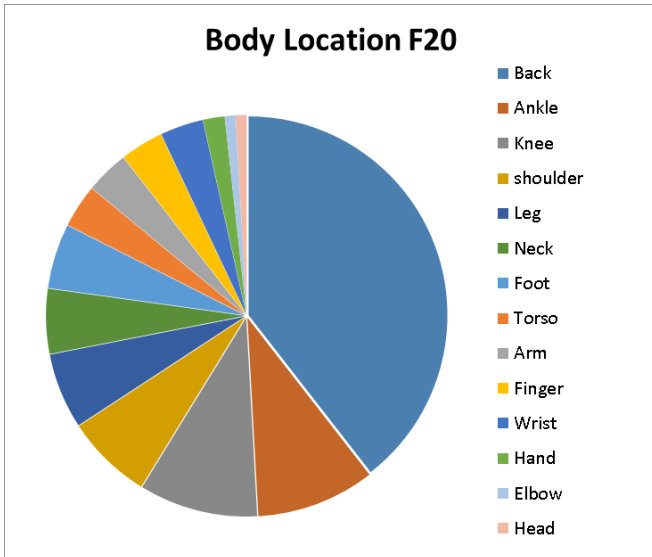
1. Type of Injury

Count of Injury Date	Month	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
Sprain Strain		27	25	24	14	20	32	1	143
Open wound				2	2	3			7
Fracture			3		2	1	1		7
Dislocation				1					1
Burn				1					1
Bruising		3	2	3	4	4	3	2	21
Bite		1							1
Abrasion		1							1
Total		32	30	31	22	28	36	3	182

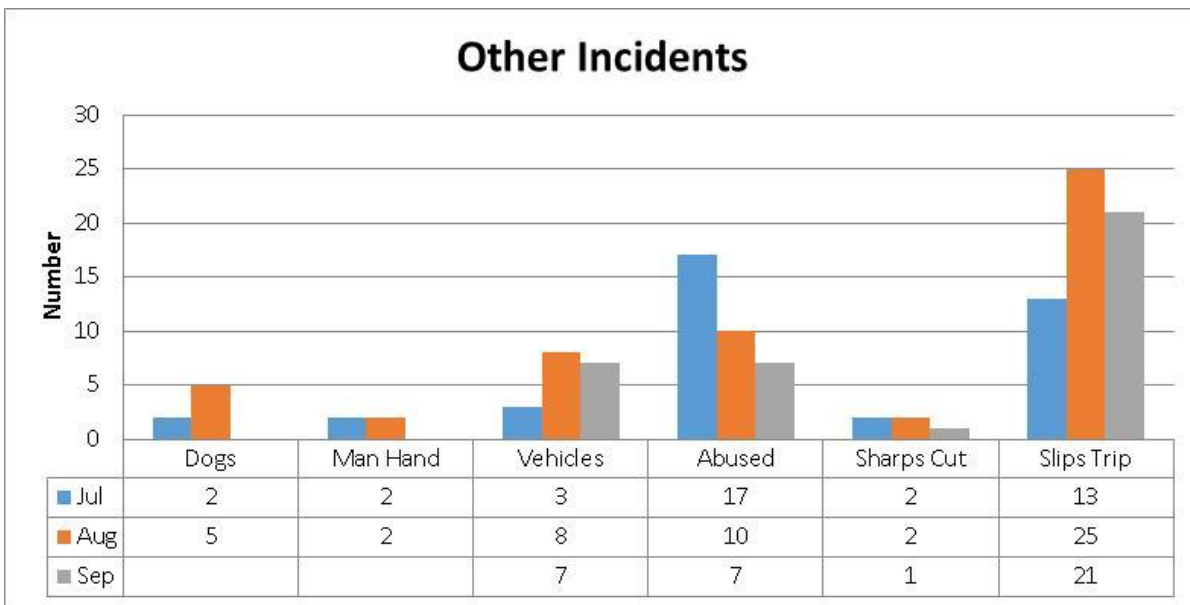


2. Body Location

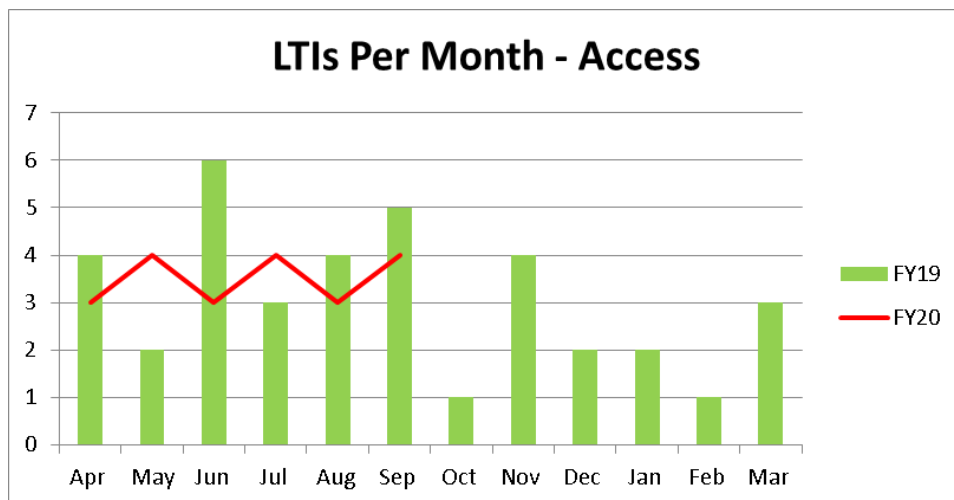
Row Labels	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
Back	9	16	14	7	7	14	1	68
shoulder	2	1	1	4	6	7		21
Knee	5	3	2	1	2	5	1	19
Ankle	2	3	4	2	4	1		16
Leg	5		1	1	2			9
Foot	1	1	2	2		2		8
Neck	2	1	2	1		1		7
Arm	2	1		1	2			6
Torso	1	1	2			1	1	6
Finger	1		1	2		1		5
Hand			2		1	2		5
Wrist	1	2		1	1			5
Elbow	1				2	1		4
Head		1		1		1		3
Total	32	30	31	23	27	36	3	182



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><u>Hazards:</u></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><u>Hazards:</u></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><u>Hazards:</u></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><u>Hazard:</u></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><u>Hazards:</u></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><u>Hazards:</u></p> <ul style="list-style-type: none"> • Vacuum cleaner. • Toasters, etc.
7.	<p>INFECTIOUS DISEASE HAZARDS.</p> <p><u>Hazards:</u></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><u>Hazards:</u></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.