

Team:	Health & Safety Representatives and Union Reps.				
Date:	Tuesday 16 July 2018	Time	13.00	Location	Teleconference – details in invite
	Present:	See Appendix A			
1.	Apologies:	Marilyn O'Donahue, Bronwyn Witbrock, Raewyn Brew, Sue Best.			
2.	Welcome:	No new members.			
3.	Farewells:	Tussy Stewart (Canterbury).			
4.	Minutes of Previous Meeting:	Accepted as a true account.			
5.	Matters Arising:	1. Nil.			
6.	H&S Observation / Learning <i>(e.g. any happening lately – anywhere – that has taught us something important about safety)</i>	1. Not discussed this month.			
7.	Health & Safety Issues/Highlights from Regions	<ol style="list-style-type: none"> 1. Northland: Paddy - nothing to report. Keeley is taking over from Paddy as Rep from now on. 2. Auckland: Tania – nothing to report from TCH. Tricia – reminded SW that they can order new equipment if it is rusted etc. check the phone number on the sticker or contact the funder via the office. 3. Midland: Sheryl – discussing elder abuse with RNs, and reminding SW that dogs must be put in secure place while SW are at the home. 4. Central: Linda – nothing to report. 5. Hawkes Bay: No attendees. 6. Wellington: Karen – dealing with the move to Petone still. 7. Support Office: Millie – nothing to report. 8. Upper South Island: Roseanne and Deborah – still dealing with sick staff. 9. Canterbury: George – sick away staff. Annette – also dealing with sick staff. 10. Southern: Cher – adding to support plans to consider the seasons e.g. hanging washing in summer vs winter. 11. Union Representation: Kellie – experiencing some communication issues in Rotorua. <p>Make sure ALL incidents are entered into RiskMan.</p>			
8.	Analysis of incidents & trends for the previous month and the year in total	Refer Appendix B – no discussion ensued.			
9.	Significant Injuries during May.	<ul style="list-style-type: none"> • Central: Support Worker slipped on some black ice on the access ramp as she was leaving the client's home. She sustained sprained lower back and quadriceps. • Southern: Support Worker fell down some stairs at a client's home and sprained her ankle and bruised her knee and elbow. • Wellington: Walking out client's door slipped and fell off steps spraining left ankle. 			
10.	H&S Objectives & Planning <i>(e.g. strategic direction of H&S at Access.)</i>	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 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 			

		<ul style="list-style-type: none"> Return staff to full pre-injury duties as soon and as safely as possible. <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 <p>Shifts Lost:</p> <ul style="list-style-type: none"> Reduce shifts lost by 20% from previous year. 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. 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. <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. <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. 				
11.	Hazard Management (<i>Newly identified hazards and controls (hazard register updated?), any new equipment</i>)	Nil new				
12.	New/amended legislation or codes of practice, Access policies & procedures (<i>relevant to Access H&S only</i>)	Nil				
13.	H&S Audits / Inspections / Fire Drills due or completed (<i>check the calendar of events</i>)					
14.	Other (<i>anything outstanding not already covered</i>)	Kellie – .				
Meeting Closed (Time)						
Next meeting:	Date	13 August 2019	Time	1.00pm	Venue	Teleconference

Future meeting dates:

Group	Year	Dates	Day	Times
	2019	13 August 10 September 08 October	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	Paddy Mark												
	Lynda Saunders								Left				
	Keeley Johnson											New	
National H&S	Helen Harris												
Auckland	Prev. AK office Rep									Left			
	Patricia Haskell												
	Chona Groves						Left						
	Jeanine Toatapu								New				
Total Care Health	Tania Baller												
BRC - Tauranga	Toni-Rani Licon												
Midland - Mt Maunganui	Karen Mokomoko					Left							
Midland - Hamilton	Sheryl Whitt												
UNION DELEGATE (Rotorua)	Kellie Munn												
Central - Palmerston N	Lee Healey				Left								
	Linda McCartney			New									
	Raewyn Brew								New				
UNION DELEGATE (Palmerston Nth)	Karen Morris						Left						
Central - Hawkes Bay	Bronwyn Witbrock												
Wellington - Porirua	Karen Williams												
	Emily Leota												
	Moana Tuariki				Left								
Wellington - Kapiti	Linda Lonsdale												
Wellington - Petone	Glenn O'Flaherty							Left					
	Amelia Falleni						New						
Nelson	Rachel Brydon									Left			
	Sue Best							New					
	Rosanne Ellery												
Canterbury - Christchurch	Deborah Yee			New									
	Annette Fraser												
	Eva Temesvari								Left				
Canterbury - Rangiora	Tussy Stewart											Left	
	George McCloy												
	Lee Wilson												
Canterbury - Ashburton	Connie Baker												
	Debra Kerr												
Canterbury - Timaru	Debra Kerr												
Southern - Dunedin	Diane Fewtrell						Left						
Southern - Oamaru	Liz Walker												
Southern - Balclutha	Jenny Phillips												
	Marilyn O'Donahue												
	Kathy Ralston												
Southern - Invercargill	Daphne Spencer												
	Cher Black	New											
	Sally Glass								New				

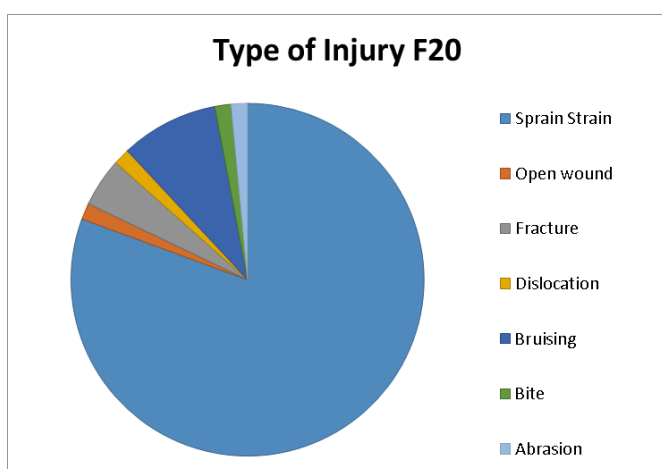
Key:

	Present		Apologies
	No show		Annual Leave

Appendix A – Analysis of Injuries and Incidents.

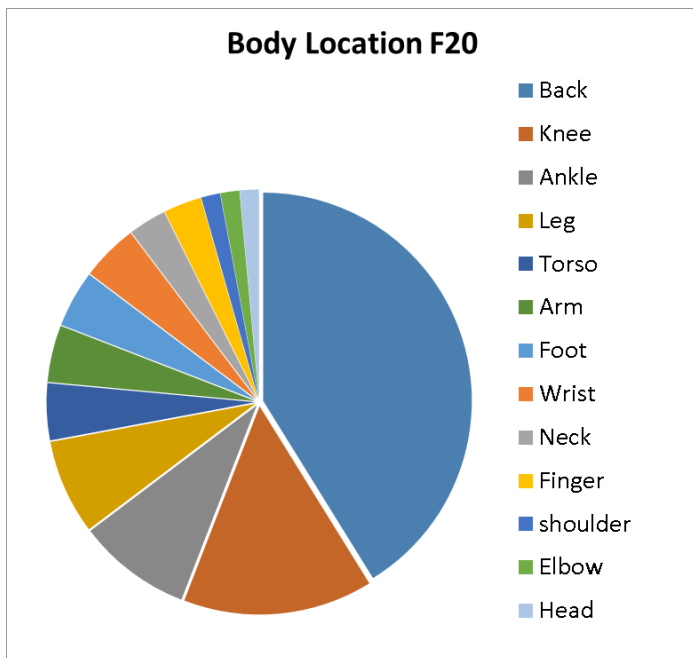
1. Type of Injury

Injury Type	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Sprain Strain	26	25	20										71
Open wound			2										2
Fracture		3											3
Dislocation			1										1
Bruising	3	2	1										6
Bite	1												1
Abrasion	1												1
Total	31	30	24										85

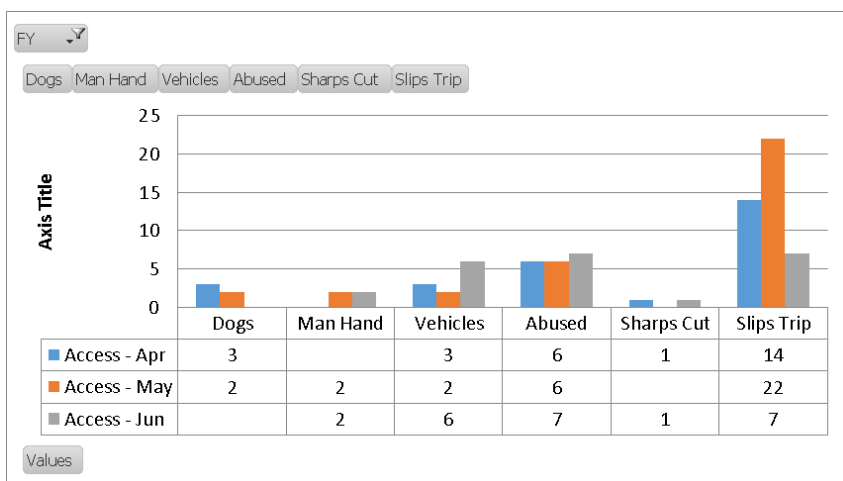


2. Body Location

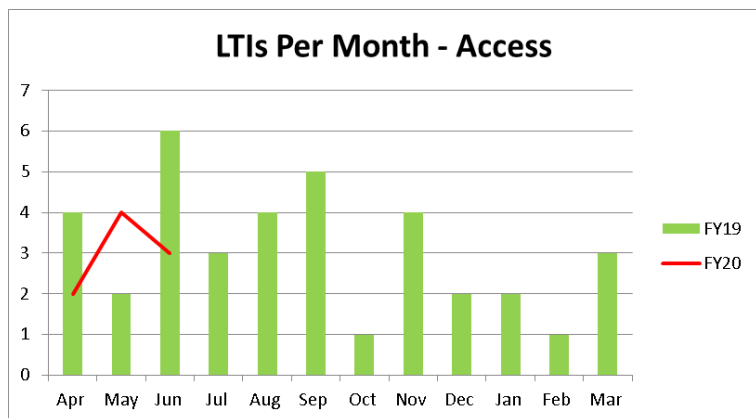
Body Location	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Back	9	16	11										36
Knee	5	3	2										10
Ankle	2	3	4										9
Leg	5		1										6
Torso	1	1	2										4
Arm	1	1	2										4
Foot	2	1	1										4
Wrist	2	1											3
Neck	1	1											3
Finger	1	2											2
shoulder	1		1										2
Elbow	1												1
Head		1											1
Total	31	30	24										85



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.	MOVING AND HANDLING. <u>Hazards:</u> <ul style="list-style-type: none"> - Lifting. - Pulling. - Pushing. - Twisting. - Poor body position. - Bending.
2.	DOGS AND DOMESTIC ANIMALS, FERAL ANIMALS. <u>Hazards:</u> <ul style="list-style-type: none"> - Dog bites. - Cat scratches, - Animal attacks. - Exposure to animal faeces, urine vomit or bodily excreta.
3.	CHALLENGING BEHAVIOUR / UNPREDICTABLE BEHAVIOUR. <ul style="list-style-type: none"> • CLIENT TO STAFF. • STAFF TO STAFF <u>Hazards:</u> <ul style="list-style-type: none"> • Physical abuse. • Verbal abuse. • Psychological abuse. • Sexual abuse
4.	SLIPS, TRIPS & FALLS. <ul style="list-style-type: none"> • At offices. • At clients. • Between clients. Hazard: <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.	TRAVELING IN THE COURSE OF WORK. <u>Hazards:</u> <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.	ELECTRICITY. <u>Hazards:</u> <ul style="list-style-type: none"> • Vacuum cleaner. • Toasters, etc.
7.	INFECTIOUS DISEASE HAZARDS. <u>Hazards:</u> <ul style="list-style-type: none"> • Needle stick. • Infectious / notifiable diseases. • Viral and bacterial infections. • Insect and parasitic infections.
8.	FATIGUE & STRESS (CHRONIC & ACUTE). <u>Hazards:</u> <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.	<p>NATURAL DISASTERS.</p> <p><u>Hazards:</u></p> <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.	<p>ASBESTOS.</p> <p><u>Hazards:</u></p> <ul style="list-style-type: none"> • Inhalation of exposed / damaged asbestos particles leading to Asbestosis.
11.	<p>FIRE</p> <p><u>Hazards:</u></p> <ul style="list-style-type: none"> • Dangerous buildings. • Unsafe working conditions & environments. • Rubbish build up.
12.	<p>HAZARDOUS SUBSTANCES.</p> <p><u>Hazards:</u></p> <ul style="list-style-type: none"> • Use of cleaning chemical / dangerous chemicals. • Use of oxygen for clients.
13.	<p>ALLERGIC REACTION.</p> <p><u>Hazards:</u></p> <ul style="list-style-type: none"> • Rubber gloves, • Latex, • Chemicals
14.	<p>LONE WORKING.</p> <p><u>Hazards:</u></p> <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.	<p>SUBSTANCE ABUSE.</p> <p><u>Hazards:</u></p> <ul style="list-style-type: none"> • Impairment. • Accidents (on road and with clients). • Lack of judgement and capability.
15.	<p>SHARP OBJECTS</p> <p><u>Hazards:</u></p> <ul style="list-style-type: none"> • Kitchen knives. • Broken Glass. • Needles & syringes.
17.	<p>EXTREME TEMPERATURE.</p> <p><u>Hazard:</u></p> <ul style="list-style-type: none"> • Too hot. • Too cold. • Adverse weather events / conditions.
18.	<p>BURNS & SCALDS.</p> <p><u>Hazards:</u></p> <ul style="list-style-type: none"> • Hot water. • Cooking appliances. • Fires and heaters. • Refer to Hazardous substances above.
19.	<p>SMOKING (including passive smoking) includes vaping.</p> <p><u>Hazards:</u></p> <ul style="list-style-type: none"> • Passive smoking. • Passive use of drugs. • Distraction.