

Team:	Health & Safety Representatives and Union Reps.				
Date:	Tuesday 26 Nov 2019	Time	13.00	Location	Teleconference – details in invite
	Present:	See Appendix A			
1.	Apologies:	Karen Williams, Toni-Rani Licon, Deborah Yee, Keeley Johnson, Cher Black, Kellie Munn,			
2.	Welcome:	Jennifer Lawson who is standing in for Toni-Rani. Nancy for Injury Management questions.			
3.	Minutes of Previous Meeting:	Did not include Bronwyn W in minutes – corrected. Otherwise, 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)	Nil discussed. Make sure ALL incidents are entered into RiskMan.			
6.	Health & Safety Issues/Highlights from Regions	<ol style="list-style-type: none"> 1. Northland: No attendees. 2. Auckland: Janine and Tricia – CSRs not answering phones in weekends especially holiday weekends. Travel time not always given when needed. 3. Midland: Sheryll – no issues. 4. Tauranga: Jennifer – no issues. 5. Rotorua: No attendees. 6. Central: No attendees. 7. Hawkes Bay: Bronwyn – No issues. 8. Wellington: No attendees. 9. Kapiti: No attendees. 10. Support Office: Millie – test & tag due otherwise no issues. 11. Upper South Island: No attendees. 12. Timaru: Dianne, Neisha – couple of incidents, and a problem with a hole in the storeroom which leaks – building owner taking ages to fix. 13. Rangiora: George – experienced some issues with a potentially dangerous environment (asbestos) in a SU home – all sorted now. 14. Canterbury: Cathy – no issues. 15. Ashburton: Lee – SW complaining of no travel being given between clients and long work days for some. 16. Balclutha: Vanessa, Jenny & Marylyn – no issues. 17. Southern: Kathy – no issues. 			
7.	Analysis of incidents & trends for the previous month and the year in total	Refer Appendix B. Nancy explained the ACC entitlements associated with Road Traffic Accidents. ACC manages these claims.			
8.	Significant Injuries during previous month.	<ul style="list-style-type: none"> • Southern: Support Worker slipped on some shampoo residue on the client's bathroom floor and went down in a splits motion. She was sore and a bit "hobbly" but thought it would get better and carried on with her other clients. Eventually the pain became unbearable and she visited the GP. 			
9.	H&S Objectives & Planning (e.g. strategic direction of	Injury Management: <ul style="list-style-type: none"> • Reducing lost time through keeping injured employees engaged 			

	H&S at Access.)	<p>in the workplace by providing alternative duties where practical 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 (Newly identified hazards and controls (hazard register updated?), any new equipment)	Nil new
11.	New/amended legislation or codes of practice, Access policies & procedures (relevant to Access H&S only)	Nil
12.	H&S Audits / Inspections / Fire Drills due or completed (check the calendar of events)	Fire drill in HB this morning – no issues. HH to send everyone the fire drill paperwork – see attached.
13.	Update on previously raised issues	1. Can these minutes to on the SW portal? Completed thanks Millie.
14.	Tutorial	Contractor Management – refer to presentation attached.
15.	Other (anything outstanding not already covered)	•
Meeting Closed (Time)		2.00pm
Next meeting:	Date	11/12/2019
	Time	1.00pm
	Venue	Teleconference

Future meeting dates:

Group	Year	Dates	Day	Times
H&S Reps	2019/20	26 November 11 December 11 February	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 Badiel												
Total Care Health	Tania Baller												
BRC - Tauranga	Toni-Rani Licon				JL								
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 - Chch	Cattleya Briones				New								
Canterbury - Rangiora	George McCloy												
Canterbury - Ashburton	Lee Wilson												
Canterbury - Timaru	Neisha Walters												
	Diane Hutchings												
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												

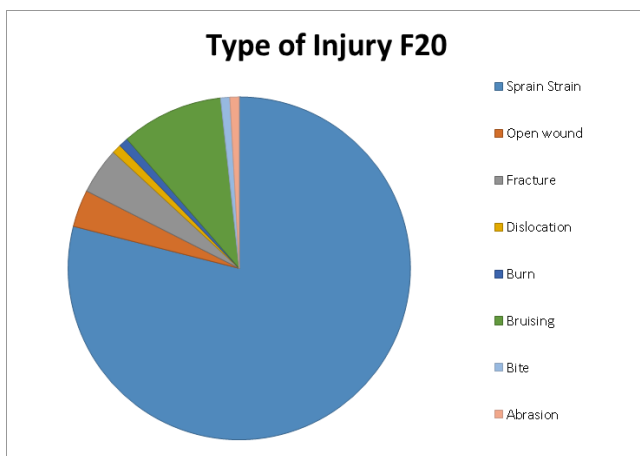
Key:

	Present		Apologies
	No show		Annual Leave

Appendix A – Analysis of Injuries and Incidents.

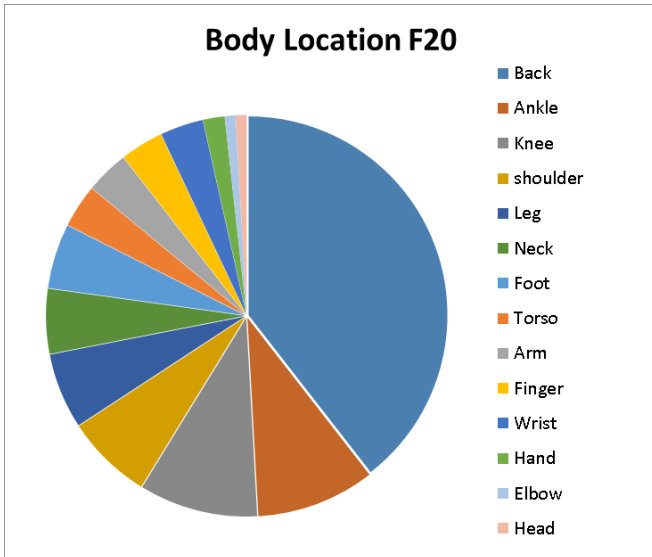
1. Type of Injury

Injury Type	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Sprain Strain	27	25	24	14	20	32	13						155
Open wound	0	0	2	2	3	0	1						8
Fracture	0	3	0	2	1	1	0						7
Dislocation	0	0	1	0	0	0	0						1
Burn	0	0	1	0	0	0	0						1
Bruising	3	2	3	3	4	3	4						22
Bite	1	0	0	0	0	0	0						1
Abrasion	1	0	0	0	0	0	0						1
Total	32	30	31	21	28	4	18	0	0	0	0	0	164

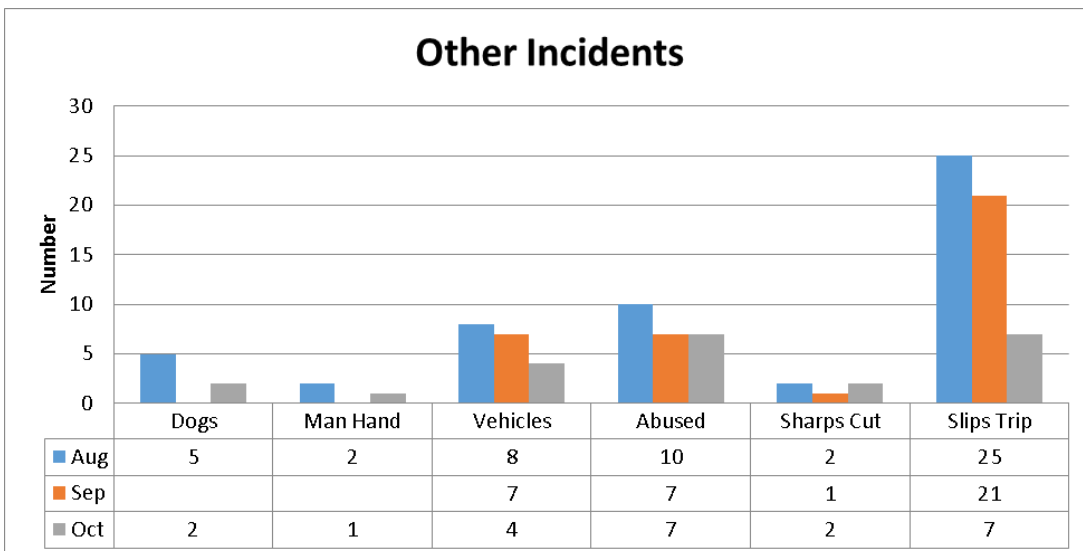


2. Body Location

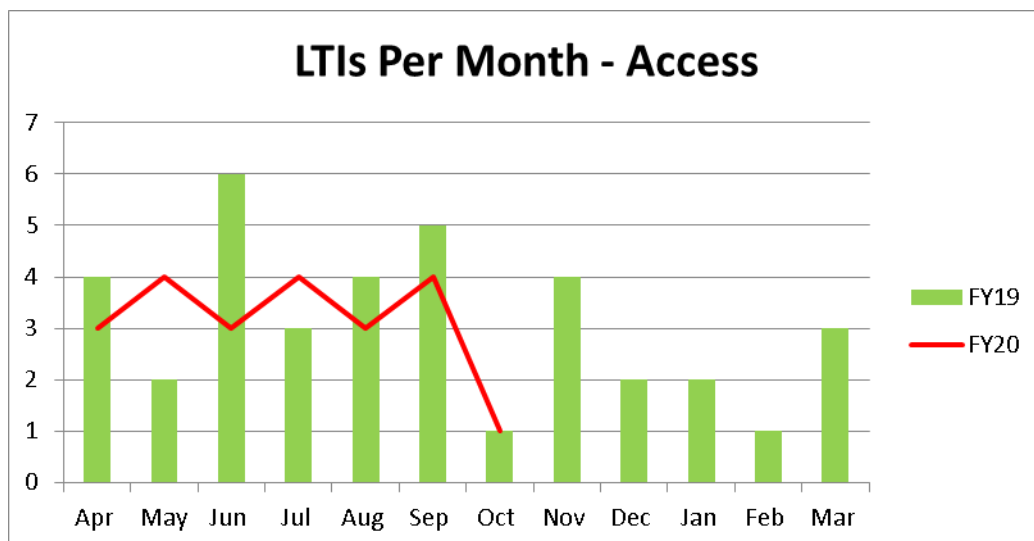
Body Location	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Back	9	16	14	7	7	14	3						70
Ankle	2	3	4	2	6	7	6						30
Knee	5	3	2	1	2	5	2						20
shoulder	2	1	1	4	4	1	0						13
Leg	5	0	1	1	2	0	3						12
Foot	1	1	2	2	0	1	1						8
Neck	2	1	2	1	0	2	0						8
Arm	2	1	0	1	0	1	3						8
Wrist	1	2	0	1	0	1	1						6
Finger	1	0	1	2	2	0	0						6
Torso	1	1	2	0	1	0	0						5
Elbow	1	0	0	0	1	2	0						4
Hand	0	0	2	0	0	1	2						5
Head	0	1	0	1	2	1	0						5
Total	32	30	31	23	27	36	21						200



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.	<p>NATURAL DISASTERS.</p> <p>Hazards:</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>Hazards:</p> <ul style="list-style-type: none"> • Inhalation of exposed / damaged asbestos particles leading to Asbestosis.
11.	<p>FIRE</p> <p>Hazards:</p> <ul style="list-style-type: none"> • Dangerous buildings. • Unsafe working conditions & environments. • Rubbish build up.
12.	<p>HAZARDOUS SUBSTANCES.</p> <p>Hazards:</p> <ul style="list-style-type: none"> • Use of cleaning chemical / dangerous chemicals. • Use of oxygen for clients.
13.	<p>ALLERGIC REACTION.</p> <p>Hazards:</p> <ul style="list-style-type: none"> • Rubber gloves, • Latex, • Chemicals
14.	<p>LONE WORKING.</p> <p>Hazards:</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>Hazards:</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>Hazards:</p> <ul style="list-style-type: none"> • Kitchen knives. • Broken Glass. • Needles & syringes.
17.	<p>EXTREME TEMPERATURE.</p> <p>Hazard:</p> <ul style="list-style-type: none"> • Too hot. • Too cold. • Adverse weather events / conditions.
18.	<p>BURNS & SCALDS.</p> <p>Hazards:</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>Hazards:</p> <ul style="list-style-type: none"> • Passive smoking. • Passive use of drugs. • Distraction.