

Purpose/comments: For endorsement

Action Minutes Justice Health Services Meeting: Work Health & Safety Committee

Meeting Date:	26 March 2018	Agenda Item No:	2.1
Subject:	Action Minutes of Justice Health S	ervices Work Health & Safet	y Committee
	Meeting of 26 March 2018		
_			
Source:	Jacqui Raby	20255	
	Administration and Information M Justice Health Services	anager	
	Justice Medicin Services		
			*
- N.		790*	

Justice Health Services Work Health & Safety Committee Meeting 26 March 2018

ACTION MINUTES

1. Attendance and Apologies

In Attendance:

Name	Role	1	Ap,
			or ×
Sally Billington	A/g Operational Director, Justice Health Services(Chair)	✓	
Deborah Plant	Operational Director, Dhulwa Mental Health Unit		AP
Cheryl Cuthbertson	A/g Assistant Director of Nursing, Primary Health		AP
Jaime Bingham	Senior Manager, Forensic Mental Health Services		AP
Tasha Lutz	A/g Assistant Director of Nursing, Dhulwa Mental Health	1	
	Unit		
Jacqui Raby	Administration & Information Manager, JHS	1	
Gwynne Thomas	HSR, AMC, Primary Health		AP
Jacqueline Monaghan	HSR, AMC, Primary Health		AP
Yolanda Robertson	HSR, Bimberi, Primary Health	1	
Tegan Murray	HSR, 1 Moore Street, Forensic Mental Health Services	1	
Denise Meyboom	Workplace Safety Representative	1	
Liza Marando	Administration & Information Manager, DMHU	V	1

Minutes: Jacqui Raby

2. Minutes and Action Arising from Previous Meetings

2.1 Action Minutes of Meeting

The Minutes from the previous meeting were endorsed.

2.2 <u>Outstanding Action Arising Running Sheet from previous meetings</u>

The outstanding actions arising were reviewed and updated.

3. Reports



3.3

3.4 <u>Dhulwa Mental Health Unit</u>

- Noted there were issues raised by the HSR's.
- Concerns RE: Risk involved with 1:1 escorts Operational Director to follow up and report as necessary.
- Noted there has been union contact.

3.5 Staff Accident/Incident Reporting

- The SAIR was tabled and noted.
- 4. Report from Workplace Safety
 - Nothing to report.
- 5. Divisional Workplace Goals & Objectives
- 5.1 Staff Wellbeing
 - Noted that there are current MyHealth workshops and more to come.
- 5.2 Working towards a Smoke Free Environment

 - Noted that a reminder email was sent to all DMHU staff regarding smoking off premises.
- 6. Items to be included on the Program Risk Register
 - Noted the DMHU Risk Register is to be updated ACTION: Deb Plant
- 7. Items to be raised to the Divisional Work, Health & Safety Meeting
 - Noted the outcome from the meeting with Daniel Guthrie is to be raised.
- 8. Other Business
 - Nothing to report.

Next Meeting:

The next Work Health & Safety meeting will be held on Monday, 16 April 2018.





Government Health



CANBERRA HOSPITAL AND HEALTH SERVICES

Meeting: 19 February 2018

Outstanding Action Arising Running Sheet

Item	Action Item	Person(s)	From Meeting		Remarks
No		Responsible			
1.	SAIR	Jaime Bingham	26 March 2018	•	Jaime, Tash and Cheryl to review the SAIR report.
		Tash Lutz			
		Cheryl Cuthbertson			
2.	Discussion with HSR	Deb Plant	19 February 2018	0	Deb and Tash to discuss issues with HSR and organise risk
		Tash Lutz			assessments if required regarding safety and escorts when
					operating a vehicle.
				0	26.3.18 – Meeting occurred: Deb to provide update on
					outcomes on how to manage.
3.	Risk Register –	Deb Plant	26 March 2018	0	Deb to review and update.
	DMHU			e	





Agenda
Work Health & Safety Committee
Justice Health Services

Monday 14 May 2018 2.00pm – 2.30pm

Via Teleconference -x27162

WELCOME

- 2. Minutes and Action Arising from Previous Meeting
- 2.1 Action Minutes of Previous Meeting
- 2.2 Outstanding action arising from previous meetings
- 3. Reports
 3.1
 3.2
 3.3
- 3.4 Dhulwa Mental Health Unit
- 3.5 Staff Accident/Incident Reporting
- 4. Report from Workplace Safety
- Divisional Workplace Goals and Objectives
- 5.1 Staff Wellbeing
- 5.2 Working towards a Smoke Free Environment
- 6. Items to be included on the Program Risk Register
- 7. Items to be raised to the Divisional Work, Health & Safety Meeting
- Other Business

Next meeting:

JHS Work Health & Safety Committee will be held on TBC (June 11 Queen's Birthday)

INSPECTED BY (Manager's name): Tash Lutz Inspection Corrective Action Plan – page 5) INSPECTED BY (Manager's name): Carol Sandland (Bean A) (Manager's name): Carol Sandland (Bean A) (Action By Carol Sandland Corrective Action Plan – page 5) Inspection Corrective Action Plan – page 5) Inspection Corrective Action Plan – page 6) Inspection Corrective Action Plan – page 7) Inspection Corrective Action Corrective A	₹0×	WORK GROUP: DMHU	DA	DATE: 26/05/2018
Name	INSPEC	:TED BY (Manager's name): Tash Lutz	INSPECTED BY (HSR/ Worker's name): Carol Sandland	
Are all workers know where the nearest emergency assembly points include emergency awareness, dangerous substances & hazards specific to the work area? Are policies, flow charts & reporting forms accessible in work area? e.g. RTW, Riskman is the work area induction/orientation performed for all new workers? (finis should include emergency awareness, dangerous substances & hazards specific to the work area) Have all relevant workers contributed or programment to attend mandatory WHS training (incl. and the standard Operating Procedures (SOPIS). Safety Rules developed & position. Are Standard Operating Procedures (SOPIS). Safety Rules developed & position? Are all workers know who the HSR is for the work area/ department? Comments: Comments: Are all workers know who the HSR is for the work area/ department? Are all workers know who the HSR is for the work area/ department? Are all workers know who the HSR is for the work area/ department? Are all workers know who the HSR is for the work area/ department? Are all workers know who the HSR is for the work area/ department? Are all workers know who the HSR is for the work area/ Are all workers supplies safe/s reads safe/? Are all workers supplies safe/s reads safe/? Are theore surfaces clear of tubbish, liquid, debris, trip hazards, etc? Are there good access & egress to the work areas/ Is the work area free from any fumes, vapours or dust?? Comments: Comments: Are lighting standards adequate in all areas, including external areas? (e.g. no glare on PC Are light fittings clear & in good working order? Are light fittings clear & in good working order? Is there adequate verifiation? Is the verified the safe workers are all the verified or a light fittings. Some and the safe workers are all the verified or a light fitting and areas in the verified or a light fittings clear & in good working order? Comments: Some before the safe workers are all the verified or a light fittings. Some and the safe workers are all the verified or a light fittings	Item No		No N/A	e Action Plan - page 5)
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Is the ventilation draught-free? Comments:	4.1	Is there adequate ventilation?	·	
	4.2	Is the ventilation draught-free?	X	
	4.3	Comments:		

INSPEC INSPEC 7.6 7.7 7.8 7.7 7.8 7.7 7.8 8.1 8.2 8.3 8.4 8.5 8.4 8.5 9.5 10.1 10.1 10.2 10.3 10.4 11.1 Hazar			ED BY (f	NSPECTED BY (HSR/ Worker's name): Carol Sandland Yes No N/A Issue Identified (add detail to Corrective Action Plan – page 5) X X X X Where to put the chair. X X X X X X X X X X X X X
11.3	Is the Dangerous Substance Manual current and easily accessible? Are all Safety Data Sheets (SDS, formerly MSDS) current and easily accessible?	××		
11.4	Are risk assessments and SOPs completed, current and easily accessible for the safe handling of all dangerous substances? Are all workers properly trained in the safe handling of Dangerous Substances? Is this training included in the Local Orientation program?	××		
11.6	Are Dangerous Substances including those stored in tanks/ drums labeled correctly? (incl.	×		

STEP 2. COMPLETE PLAN FOR ALL IDENTIFIED ISSUES THAT CAN BE RESOLVED IMMEDIATELY (Sign-off when completed)	ES THAT C	AN BE RESOLVED IMMEDIATELY (S	Sign-off when completed)	_
WHS Issued Identified	Risk Rating*	Corrective Action**	Person Responsible*** Date complete**** Signature	
Staff feeling unsafe with 1 on 1 escorts		Minimum of 2 staff for escorts	ADON OP DIRECT IN progress &	5
Consumers have access to metal cutlery		Provide Plastic cutlery UND	unde review In)_
		6	of Checks 4	V

*Use the Risk Matrix located in Section 4, WHSF.20 in the WHSMS - all High and Extreme risks must be reported in Riskman (Non-Individual form) and the relevant Tier 2 Health and Safety Committee (HSC)
**Note: Corrective Actions shall be established by referring to the Hierarchy of Control, section 7.1.11 or WHSF.21 in the Health Directorate's Work, Health and Safety Management System (WHSMS). The Hierarchy of Control is, in descending order of effectiveness: Elimination, Substitution, Ísolation, Engineering, Administration and Personal Protective Equipment.

***Corrective Actions are a management responsibility

****See WHSiMS section 7.1 Risk Management

STEP 3. ADD ALL OUTSTANDING ISSUES IDENTIFIED TO WORK AREA'S CORRECTIVE ACTION PLAN

Date: 19(5/18 STEP 4. SIGNATURES REQUIRED (when the Planned Inspection & this form have been completed) Signature: VNT2 Supervisor/ Manager: <

HSR/ Worker: Carol Sandland

Signature: Date: 15/05/2018

I acknowledge that I have completed a Planned Inspection of the relevant work area and either completed or assisted in completing this checklist accordingly.

Tier 2 HSC meeting date:





Agenda Work Health & Safety Committee Justice Health Services

Monday 18 June 2018 2.00pm - 2.30pm

Via Teleconference -x27162

WELCOME

1.	Attendance / Apologies
2. 2.1 2.2	Minutes and Action Arising from Previous Meeting Action Minutes of Previous Meeting Outstanding action arising from previous meetings
3.1 3.2 3.3 3.4 3.5	Dhulwa Mental Health Unit Staff Accident/Incident Reporting
4.	Report from Workplace Safety
5.	Divisional Workplace Goals and Objectives

- 5.1 Staff Wellbeing
- 5.2 Working towards a Smoke Free Environment
- 6. Items to be included on the Program Risk Register
- 7. Items to be raised to the Divisional Work, Health & Safety Meeting
- 8. Other Business

Next meeting:

JHS Work Health & Safety Committee will be held on 9 July 2018.



Purpose/comments: For endorsement

Action Minutes Justice Health Services Meeting: Work Health & Safety Committee

Meeting Date:	26 March 2018	Agenda Item No:	2.1
Subject:	Action Minutes of Justice Health S	ervices Work Health & Safe	ty Committee
	Meeting of 26 March 2018		
Source:	Jacqui Raby Administration and Information M	anager	
	Justice Health Services	ina _s e.	

Justice Health Services Work Health & Safety Committee Meeting 26 March 2018

ACTION MINUTES

1. Attendance and Apologies

In Attendance:

Name	Role	1	Ap,
			or ×
Sally Billington	A/g Operational Director, Justice Health Services(Chair)	1	
Deborah Plant	Operational Director, Dhulwa Mental Health Unit	0	AP
Cheryl Cuthbertson	A/g Assistant Director of Nursing, Primary Health		AP
Jaime Bingham	Senior Manager, Forensic Mental Health Services		AP
Tasha Lutz	A/g Assistant Director of Nursing, Dhulwa Mental Health	1	
	Unit		
Jacqui Raby	Administration & Information Manager, JHS	✓	
Gwynne Thomas	HSR, AMC, Primary Health		AP
Jacqueline Monaghan	HSR, AMC, Primary Health		AP
Yolanda Robertson	HSR, Bimberi, Primary Health	1	
Tegan Murray	HSR, 1 Moore Street, Forensic Mental Health Services	✓	
Denise Meyboom	Workplace Safety Representative	1	
Liza Marando	Administration & Information Manager, DMHU	1	

Minutes: Jacqui Raby

2. Minutes and Action Arising from Previous Meetings

2.1 Action Minutes of Meeting

The Minutes from the previous meeting were endorsed.

2.2 Outstanding Action Arising Running Sheet from previous meetings

The outstanding actions arising were reviewed and updated.

3. Reports

3.1

3.2

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3.3

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3.4 Dhulwa Mental Health Unit

- Noted there were issues raised by the HSR's.
- Concerns RE: Risk involved with 1:1 escorts Operational Director to follow up and report as necessary.
- Noted there has been union contact.

3.5 Staff Accident/Incident Reporting

- The SAIR was tabled and noted.
- 4. Report from Workplace Safety
 - Nothing to report.
- 5. Divisional Workplace Goals & Objectives
- 5.1 Staff Wellbeing
 - Noted that there are current MyHealth workshops and more to come.
- 5.2 Working towards a Smoke Free Environment
 - William .
 - Noted that a reminder email was sent to all DMHU staff regarding smoking off premises.
- 6. Items to be included on the Program Risk Register
 - Noted the DMHU Risk Register is to be updated ACTION: Deb Plant
- 7. Items to be raised to the Divisional Work, Health & Safety Meeting
 - Noted the outcome from the meeting with Daniel Guthrie is to be raised.
- 8. Other Business
 - Nothing to report.

Next Meeting:

The next Work Health & Safety meeting will be held on Monday, 16 April 2018.



CANBERRA HOSPITAL AND HEALTH SERVICES

Mental Health, Justice Health and Alcohol & Drug Services Justice Health Services: Work Health & Safety Meeting

Outstanding Action Arising Running Sheet

Meeting: March 2018

Item	Action Item	Person(s)	From Meeting		Remarks
No		Responsible			
⊢i	SAIR	Jaime Bingham	26 March 2018		Jaime, Tash and Cheryl to review the SAIR report.
		Tash Lutz			
		Cheryl Cuthbertson			
2.	Discussion with HSR	Deb Plant	19 February 2018	•	Deb and Tash to discuss issues with HSR and organise risk
		Tash Lutz			assessments if required regarding safety and escorts when
					operating a vehicle.
				0	26.3.18 – Meeting occurred: Deb to provide update on
	II.				outcomes on how to manage.
3.	Risk Register –	Deb Plant	26 March 2018	0	Deb to review and update.
	DMHU				

INSPEC Item No		DA 1 E:01/06/2018
Gener	INSPECTED BY (Manager's name):	INSPECTED BY (HSR/ Worker's name): Sabarish Radhakrishnan
Ganar	Item	Yes No N/A Issue Identified (add detail to Corrective Action Dian mans 5.)
1	1. General Work Safety Issues	2000年 新年 中国
1.1	Are all Corrective Action(s) from last inspection complete?	
1.2	Are policies, flow charts & reporting forms accessible in work area?	×
1.3	Have all workers received induction/orientation program?	×
1.4	Have all workers completed or programmed to attend mandatory training (incl. ACT Health	×
	Orientation, Child protection, Fire & Emergency, Manual Handling Awareness & Workplace Induction Pathway)?	
1.5	Are Standard Operating Procedures (SOPS) in place and available?	Onacina policy development
1.6	Do all workers know where the nearest emergency exit/emergency assembly point is located?	X X
1.7	Is the HSR posted on the WHS notice board?	×
1.8	Comments:	
House	2. Housekeeping	
2.1	Are all walkways, floors, stairs (incl. Fire Stairs), and exits clear of obstruction?	×
2.2	Are all stock/ supplies safely stored and stacked?	
2.3	Are floor surfaces clear of rubbish, liquid, debris, trip hazards, etc?	×
2.4	Are hazard/ safety signs visible and posted correctly?	×
2.5	Is the workplace layout functional & safe?	×
2.6	Is there good access & egress to the work areas?	X
2.7	Is the work area free from any fumes, vapours or dust?	×
2.8	Other housekeeping issues:	
3. Lighting	but the second of the second o	
3.1	Are light levels appropriate?	X
3.2	Are all lights working?	×
3.3	Are light diffusers clean free from debris?	×
3.4	Comments:	
Electri	5. Electrical Safety	
5.1	Has electrical equipment been tested & tagged, and within date?	×
5.2	Are leads managed safely to prevent damage or trip hazards?	X
22		

INSPEC	WORN GROOF: Driulwa Mental nealth office		DA1E:01/06/2018
	INSPECTED BY (Manager's name):	INSPECT	INSPECTED BY (HSR/ Worker's name); Sabarish Radhakrishnan
Item No	lfem	Yes No	N/A Issue Identified (add detail to Corrective Action Plan - page 5)
5.4	Are all extension cords & fittings protected from damage & moisture?	×	
5.5	Are all leads/plugs/outlets in good condition? (no exposed wires/crimps/tears/rips in the outer cable, or bent prongs)	×	
5.6	The Cardiac and/or Body Protected (RCD) area is tested and tagged? (6 monthly in clinical areas)	×	
5.7	Comments:		
6. First Aid			
6.1	Is the first aid kit fully stocked & current?	×	
6.2	Are First Aider's names & location posted on the WHS notice board?	×	
6.3	Comments:		
7. Fire/ El	7. Fire/ Emergency/ Security	The state of the s	
7.1	equipment been service	×	
	Fire adors Fire adors Hose reels		
	Fire blankets * the punch mark on the yellow tags is the		
	Hydrants date last inspected.		
7.2	Has emergency equipment that is missing, or recently been used, been replaced? (Items may include: Extinguishers, Hose Reels, Fire/Smoke Doors, Blankets, and Break Glass alarms, Manual Call Point, Exit Signs, Smoke & Thermal Detectors, Sprinklers, Fire Suppression, WIP		×
7.3	Are all fire exits clearly marked, clear of obstruction, easily opened?	×	
7.4	Are fire stairs clear of obstruction and in working order? (e.g. lights/doors/handrails)	×	
7.5	Is all Emergency Exit lighting (running person) in working order?	×	
7.6	Are emergency evacuation diagrams/plans/procedures current & posted?	×	
7.7	Are emergency contacts current & posted on the WHS notice board i.e. Fire Warden?	×	
7.8	Are duress alarms working & frequently tested?	×	
7.9	Are there procedures/ processes in place for issues of violence/aggression?	×	
7.10	Comments:		
8. Person	8. Personal Protective Equipment (PPE)	The state of the s	
8.1	Is eye protection available & being used when required?	×	
8.2	Is face protection available & being used when required?	×	

NEPECTED BY (Manager's name): Subarish Radhakrishnan Nepected By (Manager's name): Subarishnan Nepected By (Manager's name):	WORK GROUP:	GROUP: Dhulwa Mental Health Unit			DATE:01/06/2018
Standard Dangerous Substances/Dangerous Substances/Dangerous Substances/Dangerous Substances/Dangerous Substances/Dangerous Substances in the Dangerous Substances in the Standard or analytic of an adaption of incompatible of hearing the Carebidy of Substances controlly of Substances of Substances controlly? Standard Substances of Equipment is being used correctly? X	INSPEC		INSPE	CTED BY	(HSR/ Worker's name): Sabarish Radhakrishnan
Is harding protection available & being used when required? Is appropriate PPE being used correctly? Is PPE stored, manitalized appropriately? Is appropriately? Is appropriately? Is appropriately? Is applicant maintained & saving accordingly? Is there evidence that all equipment appear to be in good condition? Is applicant maintained & saving accordingly? Is there evidence that all equipment is being used correctly? Is there evidence that all equipment is being used correctly? Is there evidence that all equipment is being used correctly? Is there evidence that all equipment is being used correctly? Is there evidence that all equipment is being used correctly? Is there evidence that all equipment is being used correctly? Is there evidence that all equipment is being used correctly? Is there evidence that all equipment is being used correctly? Is there evidence that all equipment is being used correctly? Is there evidence in the there is a sessessments and SOPs completed, current and easily accessible? Is the all evidences? Is the all evidences? Is the all evidences including those stored in tensis for availing of bangerous Substances stored correctly? Is packaging intext? (Incl. separation and easily accessible? Is the available for dangerous substances checked to ensure they are not out of date? Is the available for dangerous substances disposed of correctly? Is waste disposed of in correct the containers bins? (lea; Clinical evidences the containers bins? (lea; Clinical evidences of in correct the containers bins? (lea; Clinical evidences of in correct the containers bins? (lea; Clinical evidences of in correct the containers and accounted for?	Item No		Yes	No N/A	Issue Identified (add detail to Corrective Action Plan – page 5)
Is appropriate PPE being used correctly? Is PPE stoned, maintained appropriately? Is PPE stoned, maintained appropriately? Comments: New PPE (elastic strap mask) have been ordered Comments Se stroned, maintained & serviced accordingly? X	8.3	Is hearing protection available & being used when required?		×	
Is PPE stored, maintained appropriately? Comments: New PPE (elastic strap mask) have been ordered facturery & Equipment Is equipment maintained & serviced accordingly? X Are records of equipment maintained & serviced accordingly? X Are records of equipment maintained & serviced accordingly? X Are records of equipment maintained & serviced accordingly? X Are records of equipment maintained & serviced accordingly? X Are records of equipment maintained & serviced accordingly? X Are records of equipment is being used correctly? X X Are records of equipment is being used correctly? X X X X X X X X X	8.4		×		
	8.5		×		
	8.6	Comments: New PPE (elastic strap mask) have been ordered			
	9. Machir	ery & Equipment			
	9.1		×		
	9.5		×		
	9.3		×		
	9.4	Comments:			
	10. Work	Practices	100mm		
	10.1		×		
	10.2		×		
	10.3		×		
	10.4	Comments:			
	11. Hazar	dous Substances/ Dangerous Goods/ chemicals – referred to as Dangerous Substances below	13.5	Highly vola	atile Dangerous Substances are to be reviewed more frameathy
Are all Safety Data Sheets (SDS, formerly MSDS) current and easily accessible? Are risk assessments and SOPs completed, current and easily accessible for the safe handling x of all dangerous substances? Are all workers properly trained in the safe handling of Dangerous Substances? Is this training x included in the Local Orientation program? Are Dangerous Substances including those stored in tanks/ drums labeled correctly? (incl. x items that have been decanted or awaiting disposal) Are Dangerous Substances stored correctly? Is packaging intact? (incl. separation and x segregation of incompatible chemicals) Are Dangerous Substances checked to ensure they are not out of date? Are Dangerous Substances? Are workers trained in using a spill kit? Are Dangerous Substances? Are workers trained in using a spill kit? Are Dangerous Substances? Are workers trained in using a spill kit? Are bangerous do in correct the containers/ bins? (e.g. Clinical waste only in bins provided) Are medication/ drugs securely maintained and accounted for? Comments:	11.1	Is the Dangerous Substance Register current and easily accessible?			The second of th
Are risk assessments and SOPs completed, current and easily accessible for the safe handling x of all dangerous substances? Are all workers properly trained in the safe handling of Dangerous Substances? Is this training x included in the Local Onentation program? Are Dangerous Substances including those stored in tanks/ drums labeled correctly? (incl. separation and segregation of incompatible chemicals) Are Dangerous Substances stored correctly? Is packaging intact? (incl. separation and segregation of incompatible chemicals) Are stocks of Dangerous Substances checked to ensure they are not out of date? Are bangerous Substances disposed of correctly? Are spill kits available for dangerous substances? Are workers trained in using a spill kit? Is waste disposed of in correct the containers/ bins? (e.g. Clinical waste only in bins provided) Are medication/ drugs securely maintained and accounted for? Comments:	11.2		×		
Are all workers properly trained in the safe handling of Dangerous Substances? Is this training x included in the Local Orientation program? Are Dangerous Substances including those stored in tanks/ drums labeled correctly? (incl. x items that have been decanted or awaiting disposal) Are Dangerous Substances stored correctly? Is packaging intact? (incl. separation and segregation of incompatible chemicals.) Are stocks of Dangerous Substances checked to ensure they are not out of date? Are Dangerous Substances disposed of correctly? Are spilk its available for dangerous substances? Are workers trained in using a spill kit? Is waste disposed of in correct the containers/ bins? (e.g. Clinical waste only in bins provided) Are medication/ drugs securely maintained and accounted for?	11.3	7	×		
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Are Dangerous Substances stored correctly? Is packaging intact? (incl. separation and segregation of incompatible chemicals.) Are stocks of Dangerous Substances checked to ensure they are not out of date? Are Dangerous Substances disposed of correctly? Are spill kits available for dangerous substances? Are workers trained in using a spill kit? Is waste disposed of in correct the containers/ bins? (e.g. Clinical waste only in bins provided) Are medication/ drugs securely maintained and accounted for?	11.5		×		
Are stocks of Dangerous Substances checked to ensure they are not out of date? Are Dangerous Substances disposed of correctly? Are spill kits available for dangerous substances? Are workers trained in using a spill kit? Is waste disposed of in correct the containers/ bins? (e.g. Clinical waste only in bins provided) Are medication/ drugs securely maintained and accounted for?	11.6		×		
Are pall kits available for dangerous substances? Are workers trained in using a spill kit? Are spill kits available for dangerous substances? Are workers trained in using a spill kit? Is waste disposed of in correct the containers/ bins? (e.g. Clinical waste only in bins provided) Are medication/ drugs securely maintained and accounted for?	11.7	Are stocks of Danderous Substances checked to ensure they are not out of date?		>	All name navolusts
Are spill kits available for dangerous substances? Are workers trained in using a spill kit? Is waste disposed of in correct the containers/ bins? (e.g. Clinical waste only in bins provided) Are medication/ drugs securely maintained and accounted for? Comments:	11.8		×	<	All right produces
Is waste disposed of in correct the containers/ bins? (e.g. Clinical waste only in bins provided) Are medication/ drugs securely maintained and accounted for? Comments:	11.9	spill kit?	×		
Are medication/ drugs securely maintained and accounted for? Comments:	11.10	ins provided)	×		
	11.11	П	×		
	11.12	Comments:			

STEP 2. COMPLETE PLAN FOR ALL IDENTIFIED ISSUES THAT CAN BE RESOLVED IMMEDIATELY (Sign-off when completed)

STEP 1.	STEP 1: COMPLETE THE PLANNED INSPECTION FORM, TICK 'Yes' OR 'No' OR 'NIA	A' ('No' Re	quires de	'No' OR 'N/A' ('No' Requires details in the Issue Identified column)
WORK	WORK GROUP; Dhulwa Mental Health Unit			DATE:01/06/2018
INSPEC	INSPECTED BY (Manager's name);	INSPEC	TED BY	INSPECTED BY (HSR/ Worker's name): Sabarish Radhakrishnan
Item No Item	ltem	Yes No	o N/A	Issue Identified (add detail to Corrective Action Plan - page 5)
12. Workstations	tations			
12.1	Are the workstations in the area set up ergonomically? (refer to section 7.7.14.1, 7.7.15 & WHSF.31 Workstation checklist or ergonomist/OT formal workstation assessment)	×		
12.2	Do chairs have the correct castors for the floor type (e.g. soft tyre for hard surfaces, hard plastic for carpeted surfaces)?	×		
12.3	Are desks/worktops/benches clutter-free?	×		
12.4	Is there sufficient legroom under desks/worktops/benches?	×		
12.5	Comments:			
13. Other	13. Other Issues (specific to your work area) i.e. PC2 requirements for laboratories		张 是 第	
13.1	Delayed Code Black response on the Duress system and annunciator	×		Issue has been raised with ASCOM and SS ICT for follow up. Facility manager has raised this issue in the Issues register.
13.2				
13.3				
13.4				
13.5				
13.6				
13.7				
13.8				
13.12				

**Note: Corrective Actions shall be established by referring to the Hierarchy of Control, section 7.1.11 or WHSF.21 in the Health Directorate's Work, Health and Safety Management System (WHSMS). The Hierarchy of Use the Risk Matrix located in Section 4, WHSF.20 in the WHSMS - all High and Extreme risks must be reported in Riskman (Non-Individual form) and the relevant Tier 2 Health and Safety Committee (HSC) Control is, in descending order of effectiveness: Elimination, Substitution, Isolation, Engineering, Administration and Personal Protective Equipment.

^{****}Corrective Actions are a management responsibility ****See WHSMS section 7.1 Risk Management

WHS Issued Identified	Risk	Corrective Action**	Person Responsible***	Date complete****	Signature
	Rating*) ministra
As above					
		Total Control of the			
STEP 3. ADD ALL OUTSTANDING ISSUES IDENTIFIED TO WORK AREA'S CORRECTIVE ACTION PLAN	IFIED TO WORK	AREA'S CORRECTIVE ACTION PLA	NA	Water See and the	
Issue Identified	Date Identified		Person Responsible		
As above					

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HSR/Worker: Sabarish Radhaknishnan Signature: R.

Date: 01/05/18

Dafe:

Tier 2 HSC meeting date:

I acknowledge that I have completed a Planned Inspection of the relevant work area and either completed or assisted in completing this checklist accordingly.

WORK GROUP: DMHU INSPECTED BY (Manager's name): Tash Lutz Item No Item General Work Safety Issues 1.1 Are all Corrective Action(s) from last month's inspection complete? 1.2 Are policies, flow charts & reporting forms accessible in work area? e.g. RTW, Riskman Is the work area induction/orientation program performed for all new workers? (this should include emergency awareness, dangerous substances & hazards specific to the work area) 1.4 Have all relevant workers completed or programmed to attend mandatory WHS training (incl. Dangerous Substances, Manual Handling, SAIR etc)? 1.5 Are Standard Operating Procedures (SOPS) Safety Rules developed & posted? 1.6 Do all workers know where the nearest emergency exit/emergency assembly point is located? 1.8 Comments: 2. Housekeeping	WORK GROUP: DMHU INSPECTED BY (Manager's name): Tash Lutz Item No Item Item No Item Item No Item Item No Item Item No Item No Item Item
	Yes No N

(Manager's name): Tash Lutz MSPECTED BY (HSR/ Worker's name): Carol Sandlar (Manager's name): Manager's name): Carol Sandlar (Manager's name): Carol Sandla	WORK GROUP:	STEP 1: COMPLETE THE PLANNED INSPECTION FORM, TICK "Yes" OR "No" OR "NA" ("No" Requires details in the Issue Identified column) WORK GROUP: DMHU	("No" Rea	uires det	tails in the Issue Identified column) DATE: 30/06/2018
Has electrical equipment been tagged & tested? Is it within the correct time frame? (minimum x yearly) Are base sufficient power outlets to operate electrical equipment in the area? (I.e. NO double adapters, no power boards plugged into power boards or extension leads into extensions leads) Are base sufficient power outlets to operate electrical equipment in the area? (I.e. NO double adapters, no power boards plugged into power boards or extension leads into extensions leads) Are actension cords & fitters protected from mechanical damage & moisture? Are all leads/plugs/outlets in good condition? (no exposed wires/orimps/lears/rips in the outer x hare all routled cords in good condition? No evidence of stretching/orimping/wear and tear? Inclusive of electronic equipment (Pumps, Beds, Plinths, Scissor lifts etc) Are headsets in good working order? The Cardiac and/or Body Protected (RCD) area is tested and tagged? (6 monthly, if applicable) x comments: Is the first aid kit fully stocked & current? Are Tist Aider's names clearly identified? Do workers know who the First Aid Officer is for the work area; at the work/place know the first aid procedures to be followed in the event of serious injury or incident (determine from interview)? It als emergency equipment their is missing, or recontry been used, been replaced? (liens may x include. Extinguishers, Hose Reels, Blankers and Hydran's (6 monthly), Fire Doors (12 Monthly), Sirnoke Doors, monthly). Has emergency explainment that is missing, or recontry been used, been replaced? (liens may x include. Extinguishers, Hose Reels, Fire/Smoke Doors, Blankets, Break class alams, Manual call Point, Extil Signs, Smoke & Thermal Detectors, Sprinklers, Fire Suppression, WiP Phones and ErWiS/Fire Doors (liens) market, clear of obstruction, easily opened? Check all Emergency Extil clipting (unning) person is in working order and direction correct x	INSPECT		INSPEC.		HSR/ Worker's name): Carol Sandland
Has electrical equipment been tagged & tested? Is it within the correct time frame? (minimum x yearly) Are leads off the ground or in a conduit/covering or cable tray? Are theire sufficient power outlets to operate electrical equipment in the area? (i.e. NO double adaptiers, no power boards plugged into power boards or extension leads into extensions leads) Are all extension cords & fittings supported above work areas, wet areas & passages safely? (i.e. x cords not knotted) Are all extension cords in good condition? (no exposed wires/crimps/lears/rips in the outer cable, or bent prongs) Are all routed cords in good condition? No evidence of stretching/crimping/wear and tear? Are all routed cords in good condition? No evidence of stretching/crimping/wear and tear? Inclusive of electronic equipment (Pumps, Beds, Plintts, Scissor lifts sto) Are leadsets in good working order? The Cardiac and/or Booy Protected (RCD) area is tested and tagged? (6 monthly, if applicable) Is the first aid kit fully stocked & current? Are lift as all energency equipment theen sendoed according to the First Aid Officer is for the work area? Is there a method for recording injuries? (Riskman or ACT Govt, Accident incident Report) Scorments: In all workers at the workplace know the first ald procedures to be followed in the event of serious injury or incident (determine from interview)? In all workers at the workplace know the first ald procedures to be followed in the event of serious injury or incident (determine from interview)? In all workers at the workplace know the first ald procedures to be followed in the event of serious injury or incident (determine from interview)? X X X X X X X X X X X X X X X X X X X	Item No				Issue Identified (add detail to Corrective Action Plan - pag
Are leads off the ground or in a conduit/covering or cable tray? Are there sufficient power outlets to operate electrical equipment in the area? (i.e. NO double adalpters, no power boards plugged into power boards or extension leads into extensions leads) Are extension conds & fittings supported above work areas, wet areas & passages safely? (i.e. x cords not knotized) Are all extension conds & fittings rotected from mechanical damage & moisture? Are all extension conds & fittings protected from mechanical damage & moisture? Are all routed conds in good condition? (no exposed wiresforimps/lears/rips in the outer cable, or bent prongs) Are all eadsplugs/outlets in good condition? No evidence of stretching/orimping/wear and tear? Inclusive of electronic equipment (Pumps, Beds, Plinths, Scissor lifts etc) Are all eadsets in good working order? The Cardiac and/or Body Protected (RCD) area is tested and tagged? (6 monthly, if applicable) X are first Aider's names clearly identified? Do workers know who the First Aid Officer is for the work area? Is the first aid kit fully stocked & current? Are First Aider's names clearly identified? Do workers know who the First Aid Officer is for the work area? Is there a method for recording injuries? (Riskman or ACT Govt. Accident incident Report) Do all workers at the workylace know the first aid procedures to be followed in the event of serious injury or incident (determine from interview)? Comments: Include: Extinguishers, Hose Reels, Fire/Smoke Doors, Blankets, Break Glass alams, Manual Call Point, Exit Signs, Smoke & Thermal Detectors, Sprinklers, Break Glass alams, Manual Call Point, Exit Signs, Smoke & Thermal Detectors, Sprinklers, Break Glass alams, Manual Call Point, Exit Signs, Smoke & Thermal Detectors, Sprinklers, Break Glass alams, Manual Call Point, Exit Signs, Smoke & Thermal Detectors, Sprinklers, Break Glass alams, Manual Call Point, Exit Signs, Smoke & Thermal Detectors, Sprinklers, Break Glass alams, Manual Call Point, Exit Signs, Smoke & Ther	5.1	Has electrical equipment been tagged & tested? Is it within the correct time frame? (minimum yearly)	×		
Are there sufficient power outlets to operate electrical equipment in the area? (i.e. NO double adalpters, no power boards plugged into power boards or extension leads) in the extension cords & fittings supported above work areas, wet areas & passages safely? (i.e. cords not knotked) Are all extension cords & fittings supported above work areas, wet areas & passages safely? (i.e. cords not knotked) Are all extension cords & fittings protected from mechanical damage & moisture? Are all extension cords in good condition? No evidence of stretching/crimping/wear and tear? Are headsets in good working order? The Cardiac and/or Body Protected (RCD) area is tested and tagged? (6 monthly, if applicable) Are First Aider's names clearly identified? Do workers know who the First Aid Officer is for the work area? Is there a method for recording injuries? (Riskman or ACT Govt. Accident Incident Report) Bo all workers at the workplace know the first aid procedures to be followed in the event of serious injury or incident (determine from interview)? Comments: Iriel Emergency Sequipment been serviced according to the required schedule (check yellow tag)? Fire Edinguishers, Hose Reels, Blankets and Hydrants (6 monthly), Fire Doors (inonthly). Has energency equipment that is missing, or recently been used, been replaced? (Items may include: Extinguishers, Hose Reels, Fire/Smoke Doors, Blankets, Break Glass alarms, Manual Call Point, Exit Signs, Smoke & Thermal Detectors, Sprinklers, Fire Suppression, WIP Phones and EWIS/ Fip Panels,) Are all exits/fire doors clearly marked, clear of obstruction, easily opened? Check all Emergency equipment for the control of serviced areas available and current?	5.2	Are leads off the ground or in a conduit/covering or cable tray?	×		
Are actionally private benuity provided above work areas, wet areas & passages safely? (i.e. x cords not knotted) Are all extension cords & fittings supported above work areas, wet areas & passages safely? (i.e. x cords not knotted) Are all extension cords & fittings protected from mechanical damage & moisture? Are all extension cords & fittings protected from mechanical damage & moisture? Are all extension ords & fittings protected from mechanical damage & moisture? Are all extension ords & fittings protected from mechanical damage & moisture? Are all routed cords in good condition? (no exposed wires/crimps/lears/rips in the outer cable, or bent prongs) Are all routed cords in good condition? No evidence of stretching/crimps/lears/rips in the outer x models and or electronic equipment (Pumps, Beds, Plinths, Scissor lifts etc) Are headsets in good working order? The Cardian and/or Body Protected (RCD) area is tested and tagged? (6 monthly, if applicable) x comments: Is the first aid kit fully stocked & current? Is the first aid kit fully stocked & current? Is the first aid kit fully stocked & current? Is there a method for recording injuries? (Riskman or ACT Govt. Accident Incident Report) but all workers at the workplace know the first aid procedures to be followed in the event of serious injury or incident (determine from interview)? Comments: Irief Emergency/Security Has all enrangency equipment thet is missing, or recently been used, been replaced? (Items may incider. Extinguishers, Hose Reels, Fleri/Smake Doors, Blankets, Break Glass alarms, Manual Call Point, Exit Signs, Smoke & Thermal Detectors, Sprinklers, Fire Suppression, WiP Phones and Ewils/Fire doors clearly marked, clear of obstruction, easily opened? Check all Emergency Extiliging furning person) is in working order and direction correct x	5.3	Are there sufficient power outlets to operate electrical equipment in the area? (i.e. NO double	×		
Are all extension cords & fitters protected from mechanical damage & moisture? Are all extension cords & fitters protected from mechanical damage & moisture? Are all outed cords in good condition? No evidence of stretching/crimping/wear and tear? Inclusive of electronic equipment (Pumps, Beds, Plinths, Scissor lifts etc) Are headsets in good working order? The Cardiac and/or Body Protected (RCD) area is tested and tagged? (6 monthly, if applicable) X Comments: Is the first aid kit fully stocked & current? Are First Aider's names clearly identified? Do workers know who the First Aid Officer is for the work area? Is there a method for recording injuries? (Riskman or ACT Govt. Accident Incident Report) Do all workers at the workplace know the first aid procedures to be followed in the event of serious injury or incident (determine from interview)? Comments: Iref Emergency/Security Has all enrargency equipment theen serviced according to the required schedule (check yellow tag)? Fire Extinguishers, Hose Reels, Blankets and Hydrants (6 monthly), Fire Doors (12 Monthly), Smoke Doors (monthly). Has emergency equipment that is missing, or recently been used, been replaced? (Items may include: Extinguishers, Hose Reels, Fire/Smoke Doors, Blankets, Break Glass alarms, Manual Call Point, Exit Signs, Smoke & Thermal Detectors, Sprinklers, Fire Suppression, WIP Phones and Emergency evacuation diagrams/plans/procedures available and current? X Are all exits/fire doors clearly marked, clear of obstruction, easily opened? X Are emergency evacuation diagrams/plans/procedures available and current?	5.4	Are extension cords & fittings supported above work areas, wet areas & passages safely? (i.e.	×		
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Check all Emergency Exit lighting (running person) is in working order and direction correct Are emergency evacuation diagrams/plans/procedures available and current?	7.3	Are all exits/fire doors clearly marked, clear of obstruction, easily opened?	×		
Are emergency evacuation diagrams/plans/procedures available and current?	7.4	Check all Emergency Exit lighting (running person) is in working order and direction correct	×		
	7.5	Are emergency evacuation diagrams/plans/procedures available and current?	×		

WORK GROUP:	WORK GROUP: DMHU		341100	DATE: 30/06/2018
INSPECTED BY	2	INSPEC	YED BY	CTED BY (HSR/ Worker's name): Carol Sandland
Item No Item	- 1	Yes N	N/A	Issue Identified (add detail to Corrective Action Plan - nage 5
	Are fire stairs clear of obstruction and in working order? (e.g. lights/doors/handrails)	-	4	_
		×	+	
7.8 Are	Are there procedures/ processes in place for issues of violence/aggression?	×	-	
7.9 Con	Comments:		-	
8. Personal Pro	8. Personal Protective Equipment (PPE)			
8.1 Ise	Is eye protection being used when required?	×		
8.2 Is fa	face protection being used when required?	×		
8.3 Is ap	appropriate PPE being used correctly?	×		
8.4 Is th	Is the danger/out of service tag system in place?	×		
8.5 Is P	Is PPE issued, stored, maintained, training given in its use?	×		
8.6 Com	Comments: Broken chair in nurses station, no one knew if we had any out of service signs	or where to	put the chair	T.
9. Plant/ Machin	9. Plant/ Machinery/. Equipment			
9.1 Ise	Is equipment checked annually? Look for tag on equipment from Bio-Med, etc	×		
9.2 Are		×		
9.3 Are	Are ladders/steps used safely and in good condition?	×		
	On visible appearance, does all equipment appear to be in good condition?	×		
9.5 Cor	Comments:			
10. Work Practices	tices			
10.1 Ist	Is there evidence that all equipment is being used correctly?	×		The state of the s
	From observation, are correct hazardous manual task procedures being used?	×		
10.3 If g	gas cylinders are being used, are they secured/stable?		×	
10.4 Cor	Comments:			
11. Hazardous	11. Hazardous Substances/ Dangerous Goods/ chemicals - referred to as Dangerous Substances below	*NB	Highly vola	Highly volatile Dangerous Substances are to be reviewed more frequently
11.1 Ist	Is the Dangerous Substance Register current and easily accessible?			
11.2 Ist	Is the Dangerous Substance Manual current and easily accessible?	×		
11.3 Are	Are all Safety Data Sheets (SDS, formerly MSDS) current and easily accessible?	×		
11.4 Are of a	Are risk assessments and SOPs completed, current and easily accessible for the safe handling of all dangerous substances?			
11.5 Are incl	Are all workers properly trained in the safe handling of Dangerous Substances? Is this training included in the Local Orientation program?	×		
11.6 Are	Are Dangerous Substances including those stored in tanks/ drums labeled correctly? (incl. items that have been decanted or awaifing disposal)	×		

	14.1	14. Other le	13.7		13.6	13.0	13.4	3.3	13.2	13.1	13. Plant R	12.5	12.4	12.3	12.2	12.1	12. Workstations	11.14	11.13	11.12		11.10	11.9	11.8	11./	Item No	INSPECT	WORK GROUP:	STEP 1:
	Government Vehicle prestart checklist has been completed? (WHSF.37)	14. Other Issues (specific to your work area)	Comments:	etc.	Are walkways/stairways clutter free and in good condition? En free of water or oil good freed	Are plant rooms kept locked? Are they appropriately signposted if the plant room is a confined space?	Is access/egress to the plant room clear and free of trip hazards?	Are exit signs are visible?	Has all emergency equipment been serviced according to the required schedule (6 mthly)?	Are the plant rooms clear of stored equipment, chemicals and rubbish?	13. Plant Rooms (for Property Maintenance & Management and Health Centre Managers Only)	Comments:	Is there sufficient legroom under desks/worktops/benches?	Are desks/worktops/benches clutter-free?	Do chairs have the correct castors for the floor type (e.g. soft tyre for hard surfaces, hard plastic for carpeted surfaces)?	WHSF.31 Workstation checklist or ergonomist/OT formal workstation assessment)	ations	Comments:	Are medication/ drugs securely maintained and accounted for?	Is waste disposed of in correct the containers/ bins? (e.g. Clinical waste only in bins provided)	Fire mitigation available? (appropriate types of extinguishers/ blankets for Dangerous Substance/s stored	Are spill kits available for dangerous substances? Are workers trained in using a spill kit?	Are Dangerous Substances disposed of correctly?	Are stocks of Dangerous Substances checked to ensure they are not out of date?	Are Dangerous Substances stored correctly? Is packaging intact? (incl. separation and segregation)	Item	INSPECTED BY (Manager's name): Tash Lutz	ROUP: DMHU	STEP 1: COMPLETE THE PLANNED INSPECTION FORM, TICK 'Yes' OR 'No' OR 'N/A' ('No' Requires details in the issue identified column)
				-		<u>.</u>							×	×	×	×			×	×	×	×	X	×	×	Yes N	INSPECTED		("No' Re
	×			>	×	· ×	×	×	×	×																No		117	quires
	×				Y	×	X	X	X	X																N/A Issue Identified (add detail to Corrective Action Plan – page 5)	BY (HSR/ Worker's name): Carol Sandiand	DATE: 30/06/2018	s details in the Issue Identified column)

STEP 2. COMPLETE PLAN FOR ALL IDENTIFIED ISSUES THAT CAN BE RESOLVED IMMEDIATELY (Sign-off when completed)	STHAT C	AN BE RESOLVED IMMEDIATELY (S	sign-off when completed)	
	Risk Rating*	Corrective Action**		Date complete****
Staff feeling unsafe with 1 on 1 escorts		Interim measures implemented while procedure is reviewed and updated.	Op Director/ADON	16 April 2018
Consumers have access to metal cutlery		The usage of cutlery is risk assessed by MDT and determined	MDT/Psychiatrist/NIC	2 July 2018
		Purchase of smaller forks	ADON	29 June 2018

^{*}Use the Risk Matrix located in Section 4, WHSF.20 in the WHSMS - all High and Extreme risks must be reported in Riskman (Non-Individual form) and the relevant Tier 2 Health and Safety Committee (HSC)
**Note: Corrective Actions shall be established by referring to the Hierarchy of Control, section 7.1.11 or WHSF.21 in the Health Directorate's Work, Health and Safety Management System (WHSMS). The Hierarchy of Control is, in descending order of effectiveness: Elimination, Substitution, Isolation, Engineering, Administration and Personal Protective Equipment.

STEP 3. ADD ALL OUTSTANDING ISSUES IDENTIFIED TO WORK AREA'S CORRECTIVE ACTION PLAN

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Signature:

Supervisor/ Manager: Tasha Lutz

HSR/ Worker:

Signature:

Date: 2 July 2018

Tier 2 HSC meeting date:

I acknowledge that I have completed a Planned Inspection of the relevant work area and either completed or assisted in completing this checklist accordingly.

^{***}Corrective Actions are a management responsibility

^{*****}See WHSMS section 7.1 Risk Management





Agenda
Work Health & Safety Committee
Justice Health Services

Monday 9 July 2018 3.30pm – 4.00pm

Via Teleconference -x27162

JHS Work Health & Safety Committee will be held on 13 August 2018.

WELCOME

Next meeting:

1.	Attendance / Apologies
2.1 2.2	Minutes and Action Arising from Previous Meeting Action Minutes of Previous Meeting Outstanding action arising from previous meetings
3.1 3.2 3.3 3.4 3.5	Reports Dhulwa Mental Health Unit Staff Accident/Incident Reporting
4.	Report from Workplace Safety
5. 5.1 5.2	Divisional Workplace Goals and Objectives Staff Wellbeing Working towards a Smoke Free Environment
6.	Items to be included on the Program Risk Register
7.	Items to be raised to the Divisional Work, Health & Safety Meeting
Ω	Other Business



Purpose/comments: For endorsement

Action Minutes Justice Health Services Meeting: Work Health & Safety Committee

Meeting Date:	9 July 2018	Agenda Item No:	2.1
Marie Carlotte Control of the Contro			
			8.
6711	A ditan Adharda a filosofta a Haali	to Control Hardah O Cafet	Committee
Subject:	Action Minutes of Justice Hear	h Services Work Health & Safet	y Committee
	Meeting of 9 July 2018	**************************************	
	Weeting of 3 July 2010		****
	_		
Source:	Renee Wilesmith		
	Administration and Information Justice Health Services	n Manager	
	Justice Health Services		
- 46.		1000	
74			

Justice Health Services Work Health & Safety Committee Meeting 9 July 2018

ACTION MINUTES

1. Attendance and Apologies

In Attendance:

in Attenuance.		1 7	_
Name	Role	1	Ap,
Jaime Bingham	A/g Operational Director, Justice Health Services (Chair)	1	
Deborah Plant	Operational Director, Dhulwa Mental Health Unit	1	
Cheryl Cuthbertson	A/g Assistant Director of Nursing, Primary Health		AP
Tegan Murray	A/g Senior Manager, Forensic Mental Health Services	1	
Tasha Lutz	A/g Assistant Director of Nursing, Dhulwa Mental Health Unit	1	
Jacqui Raby	Administration & Information Manager, JHS		AP
Gwynne Thomas	HSR, AMC, Primary Health		AP
Jacqueline Monaghan	HSR, AMC, Primary Health		AP
Yolanda Robertson	HSR, Bimberi, Primary Health	✓	
Sue Tremble	HSR, DMHU	1	
Myette Leversage	HSR, DMHU	1	
Denise Meyboom	Workplace Safety Representative	1	
Liza Marando	Administration & Information Manager, DMHU	1	

Minutes: Renee Wilesmith

2. Minutes and Action Arising from Previous Meetings

2.1 Action Minutes of Meeting

The Minutes from the previous meeting were accepted.

2.2 <u>Outstanding Action Arising Running Sheet from previous meetings</u>

The outstanding actions arising were reviewed and updated.

3. Reports



3.4 Dhulwa Mental Health Unit

- Noted there were issues missing from the corrective actions list however they should remain on there so they are not forgotten about.
- The metal cutlery issue has been resolved.
- HSR Reps to monitor corrective actions.

3.5 Staff Accident/Incident Reporting

- 1 SAIR for DMHU about the S4 Drug check not being completed at changeover from night staff to AM staff. NOT a SAIR.
- 1 SAIR male consumer assaulted. NOT a SAIR.
- 2 FMHS incidents that should have been captured.

4. Report from Workplace Safety

- Nil to report.
- 5. Divisional Workplace Goals & Objectives

5.1 Staff Wellbeing

- Noted that DMHU completed a healthy workplace challenge.

5.2 Working towards a Smoke Free Environment

- •
- 6. Items to be included on the Program Risk Register
- 7. Items to be raised to the Divisional Work, Health & Safety Meeting
 - Nil.

8. Other Business

Nothing to report.

Next Meeting:

The next Work Health & Safety meeting will be held August 2018.



Mental Health, Justice Health and Alcohol & Drug Services Justice Health Services: Work Health & Safety Meeting



Sovernment

Health



Outstanding Action Arising Running Sheet

Meeting: July 2018

Action Item Person(s) Fr		Ŧ	From Meeting		Remarks
Responsible	Responsible				
SAIR Jaime Bingham 26		26	26 March 2018	•	Jaime, Tash and Cheryl to review the SAIR report.
Tash Lutz	Tash Lutz				
Cheryl Cuthbertson	Cheryl Cuthbertson				
		19	19 February 2018		Deb and Tash to discuss issues with HSR and organise risk
Tash Lutz	Tash Lutz			10	assessments if required regarding safety and escorts when
				U	operating a vehicle.
				•	26.3.18 – Meeting occurred: Deb to provide update on
				Ü	outcomes on how to manage.
Risk Register – Deb Plant 2		2	26 March 2018	•	Deb to review and update.
DMHU					

WORK				DATE: 23/07/2018
INSPE(INSPECTED BY (Manager's name): Tash Lutz	INSPE	CTED BY	INSPECTED BY (HSR/ Worker's name): Goodwell Mhlanga
Item No Item	lfem	Yes	No N/A	A Issue Identified (add detail to Corrective Action Plan – page 5.)
1. Gener	1. General Work Safety Issues	188		
1.1	Are all Corrective Action(s) from last month's inspection complete?		×	
1.2	Are policies, flow charts & reporting forms accessible in work area? e.g. RTW, Riskman	>		
1.3	Is the work area induction/orientation program performed for all new workers? (this should	> _		
	include emergency awareness, dangerous substances & nazards specific to the work area)		1	
4,	have all relevant workers completed or programmed to attend mandatory WHS training (incl.) Dangerous Substances, Manual Handling, SAIR etc)?	>		
1.5	Are Standard Operating Procedures (SOPS) Safety Rules developed & posted?			Ongoing
1.6	Do all workers know where the nearest emergency exit/emergency assembly point is located?	>		5.
1.7	Do all workers know who the HSR is for the work area/ department?	>		
1.8	Comments:			
2. Housekeeping	keeping	A WAR		
2.1	Are all walkways, floors, stairs (incl. Fire Stairs), and exits clear of obstruction?	>		
2.2	Are all walkway lines clearly marked?	>		
2.3	Are all stock/ supplies safely stored and stacked?	>		
2.4	Are floor surfaces clear of rubbish, liquid, debris, trip hazards, etc?	>		
2.5	Are stairs, steps & treads safe?	^		
2.6	Are hazard/ safety signs visible/ legible?	>		
2.7	Is the workplace layout functional & safe?	>		
2.8	Is there good access & egress to the work areas?	>		
2.9	Is the work area free from any fumes, vapours or dust?	>		
2.10	Comments:			- Control of the Cont
3. Lighting				
3.1	Are lighting standards adequate in all areas, including external areas? (e.g. no glare on PC monitor)	>		
3.2	Are light fittings clear & in good working order?	>		
3.3	Comments:			
4. Ventilation	ation			
4.1	Is there adequate ventilation?	>	S	
4.2	Is the ventilation draught-free?	>		
4.3	Comments:			
5. Electr	5. Electrical Safety			

WORK	WORK GROUP: DMHU			DATE: 23/07/2018
INSPEC	INSPECTED BY (Manager's name): Tash Lutz	INSPE	CTED BY (HSR/ Wo	INSPECTED BY (HSR/ Worker's name): Goodwell Mhianga
Item No	Item	Yes	No N/A Issue	Issue Identified (add detail to Corrective Action Plan _ nage 5.)
7.6	Are fire stairs clear of obstruction and in working order? (e.g. lights/doors/handrails)	>	\vdash	() A A A A A A A A A A A A A A A A A A
7.7	Are duress alarms available/working/frequently tested?	>		
7.8	Are there procedures/ processes in place for issues of violence/aggression?	>		
7.9	Comments:			
8. Persor	8. Personal Protective Equipment (PPE)			
8.1	Is eye protection being used when required?	>		
8.2	Is face protection being used when required?	>		
8.3	Is appropriate PPE being used correctly?	>		
8.4	Is the danger/out of service tag system in place?	>		
8.5	Is PPE issued, stored, maintained, training given in its use?	>		
8.6	Comments:			
9. Plant/	9. Plant/ Machinery/ Equipment	THE WEST		
9.1	Is equipment checked annually? Look for tag on equipment from Bio-Med, etc	>		
9.5	Are records of equipment maintenance including available?	>		
9.3	Are ladders/steps used safely and in good condition?	>		
9.4	On visible appearance, does all equipment appear to be in good condition?	>		
9.5	Comments:			
10. Work	10. Work Practices			
10.1	Is there evidence that all equipment is being used correctly?	>		
10.2	From observation, are correct hazardous manual task procedures being used?	>		
10.3	If gas cylinders are being used, are they secured/stable?		×	
10.4	Comments:			
11. Hazar	11. Hazardous Substances/ Dangerous Goods/ chemicals – referred to as Dangerous Substances helow		Highly volatile Danger	are Substances are to be resigned more from the
11.1	Is the Dangerous Substance Register current and easily accessible?	\	and a second of the second of	The many source bangerous outstandings are to be reviewed more frequently
11.2	Is the Dangerous Substance Manual current and easily accessible?	>		
11.3	Are all Safety Data Sheets (SDS, formerly MSDS) current and easily accessible?	>		
11.4	Are risk assessments and SOPs completed, current and easily accessible for the safe handling of all dangerous substances?	> Bu		
11.5	Are all workers properly trained in the safe handling of Dangerous Substances? Is this training included in the Local Orientation program?	> Bt		
11.6	Are Dangerous Substances including those stored in tanks/ drums labeled correctly? (incl. items that have been decanted or awaiting disposal)	>		
	(mandain firman is marine a label a la			

INSPECTED BY (Manager's name): Tash Lutz Item No Item Are Dangerous Substances stored correctly? Is packaging Segregation Are Spill kits available? (appropriate types of extinguisher 1.10 Are spill kits available? (appropriate types of extinguisher Substance/s stored Is waste disposed of in correct the containers/ bins? (e.g. C 1.11 Are the workstations in the area set up ergonomically? (refe WHSF.31 Workstation checklist or ergonomically? (refe WHSF.31 Workstation checklist or ergonomically? (refe WHSF.31 Workstation under desks/worktops/benches? 12.3 Are desks/worktops/benches clutter-free? 12.4 Is there sufficient legroom under desks/worktops/benches? 12.5 Comments: 12.6 Comments: 12.7 Are the plant rooms clear of stored equipment, chemicals a 13.1 Are the plant rooms clear of stored equipment, chemicals a 13.1 Are the plant rooms clear of stored equipment, to tall and to to the containers and the containers are containers and the con	tem Are Dangerous Substances stored correctly? Is packaging intact? (incl. separation and segregation) Are Dangerous Substances checked to ensure they are not out of date? Are stocks of Dangerous Substances checked to ensure they are not out of date? Are Dangerous Substances disposed of correctly? Are spill kits available for dangerous substances? Are workers trained in using a spill kit? Fire mitigation available? (appropriate types of extinguishers/ blankets for Dangerous Substance/s stored Is waste disposed of in correct the containers/ bins? (e.g. Clinical waste only in bins provided) Are medication/ drugs securely maintained and accounted for? Comments: Are the workstations in the area set up ergonomically? (refer to section 77.14.1, 77.15 &	INSPE	No N/A	INSPECTED BY (HSR/ Worker's name): Goodwell Mhlanga Yes No N/A Issue Identified (add detail to Corrective Action Plan – page 5) Yes No N/A Issue Identified (add detail to Corrective Action Plan – page 5) Yes No N/A Issue Identified (add detail to Corrective Action Plan – page 5)
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Are the plant rooms clear of st Are desks/worktops/benches (Are the plant rooms (for Property Maintena) Are the plant rooms clear of st Has all emergency equipment	Do chairs have the correct castors for the floor type (e.g. soft tyre for hard surfaces, hard plastic for camerad surfaces)?			
5 Comments: Comments: Plant Rooms (for Property Maintena) Are the plant rooms clear of si Has all emergency equipment	clutter-free?	>		
.5 Comments: Plant Rooms (for Property Maintenal Are the plant rooms clear of statements) Has all emergency equipment	der desks/worktops/benches?	1		
Plant Rooms (for Property Maintenar 1 Are the plant rooms clear of si 2 Has all emergency equipment				
Are the plant rooms clear of standard Has all emergency equipment	13. Plant Rooms (for Property Maintenance & Management and Health Centre Managers Only)	THE STATE OF	三 一	
	Are the plant rooms clear of stored equipment, chemicals and rubbish?		×	
	Has all emergency equipment been serviced according to the required schedule (6 mthly)?		×	•
13.3 Are exit signs are visible?			×	
13.4 Is access/egress to the plant n	Is access/egress to the plant room clear and free of trip hazards?		×	
13.5 Are plant rooms kept locked?	Are plant rooms kept locked? Are they appropriately signposted if the plant room is a confined space?		×	
13.6 Are walkways/stairways clutte etc.	Are walkways/stainways clutter free and in good condition? E.g. free of water or oil, good tread, etc.		×	
13.7 Comments:			i.	
14. Other Issues (specific to your work area)	area)			
14.1 Government Vehicle prestart of	Government Vehicle prestart checklist has been completed? (WHSF.37)		×	
		1	-	

WHS Issued Identified Risk Corrective Action** Person Responsible***				
Rating	k Corrective Action**	Person Responsible***	Date complete****	Signafura
	ting*			
	Minimum 2 staff for escorts			
Staff feeling unsafe with 1-1 escorts				
	Resolved		July 2018	
Consumers have access to metal cutlery				
	To be attached back into the cable	able		
Loose cables under the nurses desk	tray			

Note: Corrective Actions shall be established by referring to the Hierarchy of Control, section 7.1.11 or WHSF.21 in the Health Directorate's Work, Health and Safety Management System (WHSMS). The Hierarchy of *Use the Risk Matrix located in Section 4, WHSF.20 in the WHSMS - all High and Extreme risks must be reported in Riskman (Non-Individual form) and the relevant Tier 2 Health and Safety Committee (HSC) Control is, in descending order of effectiveness: Elimination, Substitution, Isolation, Engineering, Administration and Personal Protective Equipment. *Corrective Actions are a management responsibility

****See WHSMS section 7.1 Risk Management

STEP 3. ADD ALL OUTSTANDING ISSUES IDENTIFIED TO WORK AREA'S CORRECTIVE ACTION PLAN

STEP 4. SIGNATURES REQUIRED (when the Planned Inspection & this form have been completed)

Signatures

HSR/ Worker: Goodwell Mhlanga Supervisor/ Manager: Tash Lutz

Signature:

Tier 2 HSC meeting date:

Date: 23/07/2018

Date: 2/18/14

I acknowledge that I have completed a Planned Inspection of the relevant work area and either completed or assisted in completing this checklist accordingly.

INSPECTED BY (Manager's name): Tash Lutz INSPECTED BY (Manager's name): Tash Lutz INSPECTED BY (Manager's name): Tavinia Mau-Dolivia INSPECTED BY (Manager's name): Tavinia Mau-Dolivia INSPECTED BY (Masker) INSPECTED BY (MSR Masker) INSPECTE	WORK (STEP 1: COMPLETE THE PLANNED INSPECTION FORM, TICK 'Yes' OR 'No' OR 'N/A' ('No' Requires details in the Issue Identified column) WORK GROUP:	('No' Requires	details in the Issue Identified column)
No Name Na	INSPEC	TED BY (Manager's name): Tash Lutz	INSPECTED B	Y (HSR/ Worker's name):Lavinia Mau-Pohiva
Are billiones, flow charts & reporting forms accessible in work area? e.g. RTW, Riskman x Are policies, flow charts & reporting forms accessible in work area? e.g. RTW, Riskman x Are policies, flow charts & reporting forms accessible in work area? e.g. RTW, Riskman x Are policies, flow charts & reporting forms accessible in law workers? (this should x and the chart of the work area induction/orientation program performed for all new workers? (this should x and the chart of the work area induction/orientation program performed for all new workers? Compared and selected or programmed be altered specific to the work area or programmed be altered and selected or programmed be altered and selected or programmed be altered and selected or programmed be altered and workers know who the HSR is for the work area/department? Do all workers know who the HSR is for the work area/department? X Are all workers know who the HSR is for the work area/department? X Are all workers know who the HSR is for the work area/department? X Are all workers know who the HSR is for the work area/department? X Are all workers show who the HSR is for the work area of the work area of rubbish, liquid, debris, tip hazards, etc? X Are all workers show work area free from any furnes, vapours or dust? X Are bight fights clear & in good working order? X Comments: Inhing	Item No	Item	Yes No N	/A Issue Identified (add detail to Corrective Action Plan _ nage 5.)
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Are stairs, steps & treads safe? Are hazard's safety signs visible/ legible? Is the workplace layout functional & safe? Is there good access & egress to the work areas? Is the work area free from any furnes, vapours or dust? Comments: Are light fittings clear & in good working order? Comments: Is there adequate ventilation? Is there adequate ventilation? Is the ventilation draught-free? Comments: Comments: Softy	2.4	Are floor surfaces clear of rubbish, liquid, debris, trip hazards, etc?	×	
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Comments: Are light fittings clear & in good working order? Are light fittings clear & in good working order? Comments: Is there adequate ventilation? Is the ventilation draught-free? Comments:	2.9	Is the work area free from any fumes, vapours or dust?	×	
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fing standards adequate in all areas, including external areas? (e.g. no glare on PC) I fittings clear & in good working order? adequate ventilation? antilation draught-free? nts:	3. Lightin			
fiftings clear & in good working order? nts: adequate ventilation? antilation draught-free? nts:	3.1		×	
nts: adequate ventilation? antilation draught-free? nts:	3.2	Are light fittings clear & in good working order?	×	
adequate ventilation? entilation draught-free? nts:	3.3			
adequate ventilation? entilation draught-free? nts:	4. Ventila	ition		
antilation draught-free?	4.1	Is there adequate ventilation?	×	
nts:	4.2	Is the ventilation draught-free?	×	
5. Electrical Safety	4.3	Comments:		
	5. Electric	sal Safety		

STEP 1:	STÉP 1: COMPLETE THE PLANNED INSPECTION FORM, TICK 'Yes' OR 'No' OR 'N/A' ('No' Requires details in the Issue Identified column)	('No' Regu	uires details in the Issue Identified column)
WORK GROUP:	3ROUP;		DATE:30/07/18
INSPEC	INSPECTED BY (Manager's name): Tash Lutz	INSPECT	INSPECTED BY (HSR/ Worker's name):Lavinia Mau-Pohiva
Item No	Item	Yes No	N/A Issue Identified (add detail to Corrective Action Plan – page 5)
5.1	Has electrical equipment been tagged & tested? Is it within the correct time frame? (minimum yearly)	×	
5.2	Are leads off the ground or in a conduit/covering or cable tray?	×	
5.3	Are there sufficient power outlets to operate electrical equipment in the area? (i.e. NO double adapters, no power boards plugged into power boards or extension leads into extensions leads)	×	
5.4	Are extension cords & fittings supported above work areas, wet areas & passages safely? (i.e. cords not knotted)	×	
5.5	Are all extension cords & fitters protected from mechanical damage & moisture?	×	
5.6	Are all leads/plugs/outlets in good condition? (no exposed wires/crimps/tears/rips in the outer cable, or bent prongs)	×	
5.7	Are all routed cords in good condition? No evidence of stretching/crimping/wear and tear? inclusive of electronic equipment (Pumps, Beds, Plinths, Scissor lifts etc)	×	
5.8	Are headsets in good working order?		×
5.9	The Cardiac and/or Body Protected (RCD) area is tested and tagged? (6 monthly, if applicable)	×	
5.10	Comments:		
6. First Aid		Mary Mary Mary Mary	
6.1	Is the first aid kit fully stocked & current?	×	
6.2	Are First Aider's names clearly identified? Do workers know who the First Aid Officer is for the work area?		×
6.3	Is there a method for recording injuries? (Riskman or ACT Govt. Accident Incident Report)	×	
6.4	Do all workers at the workplace know the first aid procedures to be followed in the event of serious injury or incident (determine from interview)?	×	
6.5	Comments:		
7. Fire/Er	7. Fire/ Emergency/ Security		
7.1	Has all emergency equipment been serviced according to the required schedule (check yellow tag)? Fire Extinguishers, Hose Reels, Blankets and Hydrants (6 monthly), Fire Doors (12 Monthly), Smoke Doors (monthly).	×	
7.2	Has emergency equipment that is missing, or recently been used, been replaced? (Items may include: Extinguishers, Hose Reels, Fire/Smoke Doors, Blankets, Break Glass alarms, Manual Call Point, Exit Signs, Smoke & Thermal Detectors, Sprinklers, Fire Suppression, WIP Phones and EWIS/ FIP Panels.)	×	
7.3	Are all exits/fire doors clearly marked, clear of obstruction, easily opened?	×	
7.4	Check all Emergency Exit lighting (running person) is in working order and direction correct	×	
7.5	Are emergency evacuation diagrams/plans/procedures available and current?	×	

WORK GROUP	SROUP;			DATE:30/07/18
INSPEC	INSPECTED BY (Manager's name): Tash Lutz	INSPEC	TED BY (INSPECTED BY (HSR/ Worker's name):Lavinia Mau-Pohiva
Item No	Item	Yes No	A/N o	Issue Identified (add detail to Corrective Action Plan - page 5)
7.6	Are fire stairs clear of obstruction and in working order? (e.g. lights/doors/handrails)	×		Cond.
7.7	Are duress alarms available/working/frequently tested?	×		
7.8	Are there procedures/ processes in place for issues of violence/aggression?	×		
7.9	Comments:			
8. Person	8. Personal Protective Equipment (PPE)		The property of the second	
8.1	Is eye protection being used when required?	×		
8.2	Is face protection being used when required?	×		
8.3	Is appropriate PPE being used correctly?	×		
8.4	Is the danger/out of service tag system in place?	×		
8.5	Is PPE issued, stored, maintained, training given in its use?	×		
8.0	Comments:			
9. Plant	9. Planti Machinery/ Equipment	The second second		
9.1	Is equipment checked annually? Look for tag on equipment from Bio-Med, etc	×		
9.5	Are records of equipment maintenance including available?	×		
9.3	Are ladders/steps used safely and in good condition?	×		
9.4	On visible appearance, does all equipment appear to be in good condition?	×		
9.52	Comments:			
10. Work	10. Work Practices	A 100 MARINE		
10.1	Is there evidence that all equipment is being used correctly?	×		
10.2	From observation, are correct hazardous manual task procedures being used?	×		
10.3	If gas cylinders are being used, are they secured/stable?	×		
10.4	Comments:			
11. Hazar	11. Hazardous Substances/ Dangerous Goods/, chemicals - referred to as Dangerous Substances below		lighly volati	*NB Highly volatile Dangerous Substances are to be reviewed more frequently
11.1	Is the Dangerous Substance Register current and easily accessible?	×		
11.2	Is the Dangerous Substance Manual current and easily accessible?	×		
11.3	Are all Safety Data Sheets (SDS, formerly MSDS) current and easily accessible?	×		
11.4	Are risk assessments and SOPs completed, current and easily accessible for the safe handling of all dangerous substances?	x Bu		
17.5	Are all workers properly trained in the safe handling of Dangerous Substances? Is this training included in the Local Orientation program?	×		
11.6	Are Dangerous Substances including those stored in tanks/ drums labeled correctly? (incl. items that have been decanted or awaiting disposal)	×		

STEP 1	STEP 1: COMPLETE THE PLANNED INSPECTION FORM, TICK 'Yes' OR 'No' OR 'N/A' WORK GROUP:	('No' Rec	uires d	No OR 'N/A' ('No' Requires details in the Issue Identified column) DATE:30/07/18
INSPEC	INSPECTED BY (Manager's name): Tash Lutz	INSPEC	TED BY	INSPECTED BY (HSR/ Worker's name):Lavinia Mau-Pohiva
Item No	Item	Yes No	N/A	A Issue Identified (add detail to Corrective Action Plan – page 5.)
11.7	Are Dangerous Substances stored correctly? Is packaging intact? (incl. separation and segregation)	×		
11.8	Are stocks of Dangerous Substances checked to ensure they are not out of date?	×		
11.9	Are Dangerous Substances disposed of correctly?	×		
11.10	Are spill kits available for dangerous substances? Are workers trained in using a spill kit?	×		
11.11	Fire mitigation available? (appropriate types of extinguishers/ blankets for Dangerous Substance/s stored	×		
11.12	Is waste disposed of in correct the containers/ bins? (e.g. Clinical waste only in bins provided)	×		
11.13	Are medication/ drugs securely maintained and accounted for? Comments:	×		
12. Workstations	stations	THE WILLIAM		
12.1	Are the workstations in the area set up ergonomically? (refer to section 7.7.14.1, 7.7.15 & WHSF.31 Workstation checklist or ergonomist/OT formal workstation assessment)	×		
12.2	Do chairs have the correct castors for the floor type (e.g. soft tyre for hard surfaces, hard plastic for carpeted surfaces)?	×		
12.3	Are desks/worktops/benches clutter-free?	×		
12.4	Is there sufficient legroom under desks/worktops/benches?	×		
12.5	Comments:			
13. Plant	13. Plant Rooms (for Property Maintenance & Management and Health Centre Managers Only)	2. 的玩學		
13.1	Are the plant rooms clear of stored equipment, chemicals and rubbish?		×	
13.2	Has all emergency equipment been serviced according to the required schedule (6 mthly)?	31	×	
13.3	Are exit signs are visible?	5 N	×	
13.4	Is access/egress to the plant room clear, and free of trip hazards?	Service Service	73	· 一年一年一日 一日 一日 一日 日日 日日 日日 日日 日日 日日 日日 日日 日日 日
13.5	Are plant rooms kept locked? Are they appropriately signposted if the plant room is a confined space?		×	
13.6	Are walkways/stairways clutter free and in good condition? E.g. free of water or oil, good tread, etc.		×	
13.7	Comments			
14. Other	14. Other Issues (specific to your work area)	発展などの		
14.1	Government Vehicle prestart checklist has been completed? (WHSF.37)		×	
			-	

	Signature			
	Date complete****			
on-off when completed)	Person Responsible***		9	
AN BE RESOLVED IMMEDIATELY (SI	Corrective Action**			
JES THAT C	Risk Rating*			
STEP 2. COMPLETE PLAN FOR ALL IDENTIFIED ISSUES THAT CAN BE RESOLVED IMMEDIATELY (Sign-off when completed)	WHS Issued Identified			

Note: Corrective Actions shall be established by referring to the Hierarchy of Control, section 7.1.11 or WHSF.21 in the Health Directorate's Work, Health and Safety Management System (WHSMS). The Hierarchy of *Use the Risk Matrix located in Section 4, WHSF.20 in the WHSMS - all High and Extreme risks must be reported in Riskman (Non-Individual form) and the relevant Tier 2 Health and Safety Committee (HSC) Control is, in descending order of effectiveness: Elimination, Substitution, Isolation, Engineering, Administration and Personal Protective Equipment. *Corrective Actions are a management responsibility ****See WHSMS section 7.1 Risk Management

STEP 3. ADD ALL OUTSTANDING ISSUES IDENTIFIED TO WORK AREA'S CORRECTIVE ACTION PLAN

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Assistant Director of Nursing Supervisor/ Managerhulwa Mental Health Unit

(02) 6207 9439

HSR/ Worker:

Signature: Signature:

Date: 2/8/18

Tier 2 HSC meeting date:

Date:

I acknowledge that I have completed a Planned Inspection of the relevant work area and either completed or assisted in completing this checklist accordingly.





Agenda
Work Health & Safety Committee
Justice Health Services

Monday 20 August 2018 3.30pm – 4.00pm

Via Teleconference -x27162

WELCOME

1.	Attendance / Apologies
2.	Minutes and Action Arising from Previous Meeting
2.1	Action Minutes of Previous Meeting
2.2	Outstanding action arising from previous meeting:

3.	Reports
3.1	
3.2	
3.3	

- 3.4 Dhulwa Mental Health Unit3.5 Staff Accident/Incident Reporting
- 4. Report from Workplace Safety
- 5. Divisional Workplace Goals and Objectives
- 5.1 Staff Wellbeing
- 5.2 Working towards a Smoke Free Environment
- 6. Items to be included on the Program Risk Register
- 7. Items to be raised to the Divisional Work, Health & Safety Meeting
- 8. Other Business
- 8.1 Annual WHS Safety Checks

Next meeting:

JHS Work Health & Safety Committee will be held on 17 September 2018.