

## **Minutes of the SAAS Health and Safety Committee Meeting Held on Wednesday 12 September 2007**

**Present:** Calum Robertson (HSLO) (Chair)  
Dave Evans  
Kevin Wilkie (CSU Rep)  
Darren Rose

**Apologies:** Linda Pender  
Alan Scott

### **1. Introduction**

The Chairperson thanked those attending and introduced Kevin Wilkie as the CSU representative for today's meeting.

### **2. Minutes of Previous Meeting**

The minutes from the previous meeting were agreed.

Outstanding Action Points from previous meeting:

- The First Floor cables have been tidied.
- Calum has to email Michael Jackson about server doors blocking exit route in 1<sup>st</sup> floor server room.

### **3. Form 1a Inspection**

The general faults highlighted were housekeeping. Due to the gap between the inspection and the meeting Darren checked a number of areas again today and highlighted a couple of house keeping issues listed below.

#### **Action Points**

- Room 107 needs a large number of boxes transferred to waste paper bags.
- Room 210 needs a general tidy up.

#### **4. Accident Reports**

There was one reported incident in the last quarter where a member of staff feeling unwell was sent home.

#### **5. Healthy Working Lives**

In Linda's absence Calum provided an update. A Macmillan coffee morning would be held on September 28th and a number of staff from SAAS were taking part in a charity Cycle "Pedal for Scotland" from Glasgow to Edinburgh on Sunday 24 September.

#### **6. Environmental**

Calum explained the new reporting procedures from Shanks, our waste management contractor, and explained that the wet waste bin had now been removed.

Dave Evans asked about the Scottish Power claim of 100% green energy as discussed at the last meeting. Calum explained that SAAS pays a green surcharge but that this does not guarantee SAAS 100% green energy but allows Scottish Power to procure energy from renewable sources that is used alongside non-green energy. SEPA are currently discussing this issue with Scottish Power as they use the same contract.

#### **7. AOB**

Calum mentioned that he had attended a Manual Handling training course. Calum has carried out two manual handling training courses for EDM to date. If any staff require manual handling training, managers should let Calum know.

Following the delivery of 60 new chairs training will be provided to help staff set their chairs correctly. Calum will also to arrange for DSE assessors to attend the training for future reference.

#### **8. Next Meeting.**

Date to be arranged.

Accommodation Team  
12 September 2007