

Minutes of SAAS Health and Safety Committee Meeting Held on Thursday 14 February 2008

Present: Calum Robertson (Chair & HSLO)
Dave Evans
Judy Miller
Darren Rose
Allan Corrigan

Apologies Linda Pender
Alan Scott

1. Introduction

The chairperson thanked everyone for attending the meeting.

2. Minutes of Previous Meeting

The minutes from the previous meeting were agreed.

Outstanding Action Points from Previous Meeting:

- Fire and First Aid Notices have been replaced.
- Access areas in Rooms 007,101 and 201 are now clear.
- Calum has emailed all staff regarding recent Environmental Results.
- Darren has produced posters for environmental notice board.

3. Inspection Report

Work space in Room 201 around Paul Dymocks desk has to be cleared.

Room 210 is generally untidy with excess files and boxes causing tripping hazards.

Files, Papers and Boxes stored untidily and causing potential tripping hazard in Finance area of Room 216.

Action Points:

- Alan Scott to speak to Paul Dymock
- Calum to Email Lorna Caldwell regarding continual disregard for H&S in Room 210.
- Calum to email Graham Philp regarding papers and files on floor and this being mentioned on numerous occasion by H&S committee representative.

4. Accident Reports

There was only one accident reported in the last quarter when a member of staff banged their head on the corner of a desk.

5. Healthy Working Lives

Calum reminded committee members that Health Checks will be carried out in SAAS on Thursday 21 February.

6. Environmental

Calum told the committee that recycling figures continue to be very high and compare well with the national average and the Scottish Government buildings.

Dave Evans asked about the procedure for the recycling of cartridge toners and how they should be transferred from teams to the recycling containers in the store room. Dave also asked the same question regarding recycling paper sacks.

Action Points:

Calum will seek clarification regarding the procedures and will email all team leaders about the correct procedure.

7. AOB

No further business was raised.

8. Next Meeting

Date to be arranged

Accommodation Team
14 February 2008