

**Minutes of the SAAS Health and Safety Committee Meeting  
Held at Gyleview House  
On Wednesday 7 September 2005**

**Present** Linda Pender (Chairperson)  
Calum Robertson  
Judy Miller  
David Paterson  
Diane Sinclair

**Apologies** Tracy Richardson  
Alan Scott  
Yvonne Starrs  
Graham Philp

**1. Minutes of the Previous Meeting**

The minute of the meeting on 15 June 2005 were agreed.

Action point from previous meeting – Theft from fridges – it was suggested that Team Leader's discuss this problem with their staff.

**2. Form A Inspection**

Calum highlighted the main points of the building inspection carried out on 5 September:-

- Generally rooms were tidier than before. This may be due to the reduction of paper files.
- Yvonne Starrs had already actioned the problem areas in Customer Services Unit.
- Points for Alan's Scott to action:-
  - immediate action require for policy room. This **has** now been done.
  - server room – stand alone PC to be moved away from exit.
- The use of window ledges for storing paper and files remains a problem through out the building. This problem had been highlighted at the last Awayday. Calum asked attendees to encourage staff to keep window sills tidy.

**3. Accident Book**

No incidents had been reported in this quarter – First Aiders were now aware that Accident forms should be held on Personnel files.

#### **4. SHAW**

The SHAW team were compiling a portfolio for SHAW silver award which would be submitted by October/November 2005. A staff questionnaire on SHAW had been issued last week as response rates were low. Linda would issue a reminder.

- Macmillan Cancer fund coffee morning would be held on 30 September.
- October 26 (provisional date) for health checks for staff which includes blood pressure, weight and height checks.

#### **5. Lunchtime Seminars**

Alan Scott had asked Calum to consider a lunchtime seminar on Health & Safety issues. If anyone had issues on Health & Safety matters that they want to know more about they should contact Calum – manual handling may be one option.

#### **6. Any Other Business**

There was no other business.

#### **7. Date of Next Meeting**

To be arranged.

Chief Executive's Office  
7 September 2005