

Minutes of OH&S Committee Meeting (**samples in red**)

MEETING DATE: 22.3.06

OPENED: 9.10 AM

CLOSED: 9.40 AM

PRESENT: Bill Smith, John Black, Peter Brown

APOLOGIES: Geoff Jones

ISSUED TO: Safety Committee members (BS, JB, PB, GJ), senior management, and noticeboard.

MINUTES OF PREVIOUS MEETING: Either, 'Correct record ' if minutes were correct, or make necessary adjustments

MATTERS ARISING: Either 'Nil', or bullet-point briefly whatever topics arise outcomes

ANY OTHER BUSINESS:

e.g.

- Access doorways are congested with material (BS by – immediate)
- Evacuation drill is due next month. Preparation is necessary (JB by 25/3/06)
- Crane maintenance man does not have safe access to main gantry crane (PB & GJ & manager by 22/4/06)
- Fire extinguisher man can't get access to 3 extinguishers and the hose due to offcuts laying against them. This means we can't if there is a fire. More permanently storage is needed for small off-cuts (BS & PB by 3/4/06).

Signed by Chairperson: