

Minutes of SAAS Health and Safety Committee Meeting Held on Friday 7 November 2008

Present: Linda Pender
Calum Robertson
Judy Miller
Alan Scott

Apologies : Dave Evans

Minutes of Previous Meeting

All the action points from the meeting held on 13 August had now been dealt with.

Update since the last meeting:-

- The Mental Health First Aid training course due to take place on 21 & 22 December was postponed and has been rearranged for 3 and 4 December.
- SAAS Travel plan was now finalised and on the SAAS staff intranet.
- Manual handling training had been held on 4 and 5 November.
- A Waste Awareness Seminar was held on 4 November.

Gyleview House Inspection

The building was in generally good condition.

- **Action required:-** Cable Management required throughout the building – Calum to contact BSU or ISIS.
- Uneven flooring in Room 107 – Dalkia were currently looking at this.
- Window in Room 201 will be fixed at the weekend.
- Main storeroom needs to be tidied - Calum to speak to Ewhan.
- Housekeeping issues in BSU and CSU - Judy/Alan to taken forward with staff in their areas.

Accident Reports

No accidents were recorded during this quarter.

Healthy Working Lives Update

- Gold award assessment on 12 November.

- Positive living ½ day on 13 November – providing free fruit, map-reading, jogging and dance sessions.
- SAAS Health checks due to take place on 19 November.

ISO 14001/Environmental Issues

The Agency's Environmental Report will be published as part of the SAAS Annual Report.

Water usage is being checked regularly. We are still making savings of over 80% on last year's figures.

Any Other Business

No other business was raised.

Chief Executive's Office
7 November 2008