

Minutes of SAAS Health and Safety Committee Meeting Held on Thursday 12 February 2009

Present: Linda Pender
Calum Robertson
Judy Miller
Dave Evans
Alan Corrigan
Nicky Millar

Apologies : Alan Scott

Minutes of Previous Meeting

All the action points from the meeting held on 7 November had now been dealt with.

Cable Management is being looked at by ISIS and they are looking to do this over the estate.

Inspection Report

Action: The BSU work area was is very untidy and was a tripping hazard. The BSU would be informed that the area must be made safe and tidy by 23 February or this would have to be reported to Graham Gunn.

Otherwise the building was in good shape.

Accident Reports

No accidents were recorded during this quarter.

Healthy Working Lives Update

- ½ positive living day had been held on 13 November.
- SAAS had achieved the HWLs gold award in November
- IOSH Management Training – Both Calum and Linda had now attended this course.
- Maureen Shevas had attended the Mental Health Training organised by the HWLs Team

ISO 14001/Environmental Issues

The Agency had passed the recent ISO 14001 Audit.

Water – the agency continue to make 83-84% savings compared to previous water usage figures.

Waste – Average 91.77% of waste had been recycled this year and the total amount of waste produced had reduced by 35 tonnes.

Electricity usage had increased 9% on last year which was mostly due to new air conditioners in the server rooms.

Any Other Business

Taps in top floor toilet - Calum was unaware that these taps were not working properly and asked staff to inform him when they are not working properly.

First Aid – Dave Evan’s FA certificate was due to expire. Calum advised that the Red Cross inform him 2 months prior to a FA certificate expiring.

Fire Marshalls were needed for the 2nd floor. **Action:** Calum would take this forward.

Chief Executive’s Office
April 2009