

## **Minutes of SAAS Health and Safety Committee Meeting Held on Thursday 22 June 2008**

**Present:** Linda Pender  
Calum Robertson  
Judy Miller  
Alan Scott  
Dave Evans

### **Minutes of Previous Meeting**

The minutes of the meeting held on 14 February were agreed.

### **Inspection Report**

Calum said the building was generally clean & tidy. However access was restricted in – 1<sup>st</sup> floor area round servers. **Action:** Alan to remind BSU of housekeeping issues and need to keep area free for access and Calum would review this area in 1 week's time.

Room 101 - window to be replaced.

A review of cabling for PCs etc needs to be undertaken. **Action:** Calum to contact ISIS to ask for shorter cables or supplier details so we can order them.

### **Accident Reports**

Two accidents were reported. A member of staff had a broken ankle after an accident outwith building which was dealt with by a first aider and one general sickness case where a first aider had helped the member of staff in GVH and sent them home from work.

### **Healthy Working Lives**

The HWL Team were compiling bronze and silver folders for the new HWL's scheme. The Team hope to achieve the gold award by December 2008.

The following activities will be arranged shortly:

- Health checks – November
- Positive living day – November
- Mental Health Training in October/November

### **Environmental objectives and targets update**

In 2007/08 90% of our waste was recycled and only 10% went to landfill. This result has been achieved with the help of our staff.

Gas/Electricity – electricity use had increase due to new air conditioning units installed for new servers. We have now increased temperature in the server rooms to reduce energy usage and The Carbon Trust have carried out free energy survey of GVH, however they do not think there is much more we can do – a written report will be sent to SAAS within the next month.

Water usage – The toilet areas had been improved, to reduce water usage - new cisterns, sensor taps and we have also carried out a trial on urinals to reduce flushing which saves a huge amount of water and was expected pay for itself within 1 year period.

Dalkia will now provide monthly water meter readings.

The Agency would be audited for ISO 14001 accreditation in July 2008.

### **AOB**

**Action:** Calum agreed to e-mail Team Leader's about procedures for deal with used toner cartridges.

Accommodation Team  
12 June 2008