

Minutes of SAAS Health and Safety and Environment Committee Meeting Held on Thursday 27th August 2009

Present: Linda Pender
Calum Robertson
Judy Miller
Alan Scott

Apologies : Dave Evans

Minutes of Previous Meeting

Action points from the last meeting

- Calum to organise fire training 2 new fire marshals in post. **Action:** Calum to find another training provider.
- Recycling - Shanks were now recycling plastic cups again.

Workplace Inspection

The H&S Inspection was carried out on 19 July 2009

The following issues were highlighted in the report:-

- Room 216 was untidy. Dave Evans had arranged for it to be tidied.
- 1st floor server room had also been tidied up.

Induction training had been carried out for all new staff as well as DSE awareness seminars for all new staff. However, all staff can still request a one to one desk assessment with Calum.

- Linda agreed to provide the new environmental targets for the staff notice board.

Healthy Working Lives

- Staff Health Checks had been arranged on 6 October 2009.
- A lunchtime seminar with an osteopath had been arranged on 2 September.
- Alcohol Awareness week campaign was w/c 5 October. Promotional material would be available in the canteen.
- Monthly Weekly walking club would continue.

SAAS Environmental Issues

ISO 14001 6 month Audit had been carried out on 25 August. One minor non conformance was reported as new legislation was now in place for refrigeration which covers air conditioning units. **Action:** Calum/Dalkia to produce log of equipment and servicing records.

Any Other Business

The Agency has been put forward for two environmental awards – the civil service award for sustainability and a green business award.

Chief Executive's Office
27 August 2009