**Health & Safety Meeting Agenda**

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| Date: Tuesday 7th August 2018 11am – Wokingham Depot |

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| **Attendees** |

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| Sean Whittle (H&S Adviser) |  | Alan MacGregor - Transport Manager |

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| Clive Owen (Loo Hire Director) |  | Garry Webb - Metal Recycling Manager |

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| Russell John Pike – Car Spares Manager |  | Michael Pike – Wet Waste Manager |

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| Spencer Morgan - Regional Manager Loo Hire |  | Sarah Sheppard, Office Administrator PA to Directors |

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| Laura White – Office Manager Loo Hire |  | Chloe Djemal – Office Manager |

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| # | Agenda Item |  |
| 1 | Welcome |  |
| 2 | Apologies |  |
| 3 | Accidents in the last month   * Root Cause Investigation completed * New risks identified * Old risks re-assessed * New controls implemented |  |
| 4 | Incidents in the last month   * Root Cause Investigation completed * New risks identified * Old risks re-assessed * New controls implemented |  |
| 5 | Performance Metrics (for last month and rolling 13 month values)   * Injury incidents per hundred employees * Injury rate per million hours worked * Days since last accident |  |
| 6 | Impact of operational/infrastructure changes in the last month   * New business * Changes to existing business * Infrastructure changes |  |
| 7 | Impact of operational/infrastructure changes in the next month   * New business * Changes to existing business * Infrastructure changes |  |
| 8 | * H&S Action Plan * Review Actions * Close Actions * New Actions * Update plan |  |
| 9 | Risk Assessments reviewed last month   * Any significant changes * Any investment required |  |
| 10 | Risk Assessments to be reviewed next month   * Ownership * Factors to be taken into consideration * Who to consult in the review |  |
| 11 | Management Programs and Legal Compliance issues arising   * Fire Management * Noise Management including Noise Management Plan * Road Safety Management |  |
| 12 | Issues in performance of contracted Third Parties |  |
| 13 | Legislation/ HSE updates |  |
| 14 | Any other on-going operational or project-based issues |  |
| 15 | H&S Training Requirements |  |
| 16 | Any other business **–** |  |
| 17 | Date of next meeting – TBC |  |