OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

NOTICE OF MEETING

The next meeting will be held at 9.30 am to 10.30 am on Monday 27 April in the Training Room.

Chair: Yo Mondon  Note taker: Bill Martin

Please read:

• attached pamphlet on ergonomic work stations
• background notes on Mr Roger Carlisle of Future Ergonomics.

Please bring:

your team’s views on the proposed improvements to carpark safety discussed at the March meeting (as outlined in the minutes of that meeting).

Please note:

as our guest speaker, Mr Roger Carlisle of Future Ergonomics, will be arriving to make his presentation at 10 am, it is important that the ordinary business of the meeting be completed before that time.

Morning tea will be served after the meeting to give committee members an opportunity to talk informally to Mr Carlisle.

AGENDA TOPICS

1. Confirmation of order of agenda items and time allocated for discussion. (2 min.)
2. Nomination of chair and note taker for next month’s meeting. (2 min.)
3. Improvements to car park safety: priority list to be finalised. (15 min.)
4. Vanitha to report on the results of the survey on staff participation in the voluntary lunchtime exercise program. Decision to be made on whether to recommend that the program continue. (10 min.)
5. Welcome and introduction of guest speaker. (10 am)
6. Presentation by Roger Carlisle, Principal Consultant, Future Ergonomics on How to Increase Productivity the Ergonomic Way.
7. Opportunity for questions from the floor.