**Central Coast Primary Industries Centre (CCPIC) Health & Safety Report for the Ourimbah Campus Health & Safety Committee 12th March 2019**

DPI Incidents at Ourimbah

Nil Incidents Reported

Nil Near misses reported

Nil incidents reported to Workcover

DPI Work Health & Safety Committee

Meeting held 26th February 2019:-

* Requirement for at Defibrillator for Fisheries / Greenhouse area – risk assessment to be carried out
* Requirement for Epi-pen on site – risk assessment to be carried out.
* Somersby – unattended boiler training, new staff required to be trained
* Fire blankets – deterioration of tabs, replacement. Fire blankets are being replaced – In progress, 90% complete.
* Grass area near entry to kitchen can be slippery with dew or rain. Everyone should walk on paths – reminder to staff in next Staff meeting.
* Safety showers – annual checks to be done. These were completed but need to identify who should be carrying out annual checks
* Problems in car with logging into NAVMAN. Donna requested that staff report any problems, fill in an incident report. This is to be conveyed to all staff – Site meeting
* Speed signs – carpark. Signs have been done. COMPLETE
* Ladders to have a load rating, secured when in use, locking devices. New ladders purchased. Ladders replaced – COMPLETE
* WHS Audit –correct storage of flammables- labelling of jerry cans in Fisheries shed – use of tags? Storage we have is ok – designated area for storage. CLOSED

Work place Inspections

External WHS audit Minor corrective actions underway.

* Load ratings shelving, ladders and hand trolleys. Complete
* Exit lights replacement. Complete

Other Business

John Archer resigned from chairperson role for WHS committee - Carly agreed to take on role.

Need to update Health and Safety Unit with new chairperson.

First aid Kits on yearly external refresh (Contractor). Quarterly checks in-house First Aid officers.