PORT DOUGLAS STATE SCHOOL

<table>
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<th>Meeting:</th>
<th>Work Place Health Safety and Wellbeing</th>
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<tbody>
<tr>
<td>Date/Time:</td>
<td>Monday 1&lt;sup&gt;st&lt;/sup&gt; December, 2014 at 2.30pm</td>
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<td>Location:</td>
<td>Principal’s Office</td>
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<td>Committee:</td>
<td>Ben Gaske [Principal], Bev Gwynne [WHS Advisor], Philip Martin [Hazardous Chemicals Coordinator], Cecily Ridderof [Rehabilitation Coordinator], Heather Orwin [cleaners]., Noel Ives [groundsman] Lou Devine [first aid coordinator]</td>
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1. Welcome and Apologies
   Cecily Ridderof,

2. Confirmation of Minutes from Previous Meeting
   Ben confirmed, seconded Bev

3. Business Arising from Previous Minutes
   Now there is a gate with a lock behind Cyclone Shelter. Cleaners have purchased signs - NO Dogs Allowed

4. MyWHS system will be interrogated each term for data and discussed at HS&W committee meeting
   All incidents have been reviewed and submitted and finalised.
   Next year first aid reports need to be entered correctly. Staff to be advised of correct procedure.

4. School security
   Heather here on last day and will ensure all rooms are locked. Skip bin here next Monday.

4. Annual Safety Action Plan
   Rundown on Lockdown Drill last week
   Annual Safety Action Plan has been developed. Copies given to members for perusal and discussion. Lockdown: The drill went smoothly with only feedback being that the bell cannot be heard loudly enough in Cyclone Shelter. Bev moved that bell system be extended to CS. Seconded by Heather. The Lockdown procedure will be updated next year when Playground Area Numbers are allocated to each area.
6. First aid: Contents checklist | Updated each term. | Lou

7. School maintenance | Noel will look at ASA Plan and action as required. | Noel

Whip around | Lou to check each first aid kit contents.

Meeting closed | 2.50pm

Next meeting | Monday, March 23, 2015. Week 9 Term 1 at 3.15pm.