



Company Name	Hutchinson Builders
Report Name	My Meeting Details - QLD - 26544 - 205 NORTH QUAY

Meeting Overview	
Reference	MEET-954573
Title	31.01.24 - Safety Committee Walk & Meeting
Meeting Type	Safety Committee Meeting
Meeting Time	31/01/2024 8:00:00 AM
Date Created	31/01/2024
Created By	Casey Wait
Date Completed	31/01/2024
Completed By	Casey Wait
Status	COMPLETE

Additional Details

The content of this meeting is reflective of system process F-058

Objective

• To proactively approach site safety as a collective team

• Consider upcoming program and any safety implications to each respective work group,

• Collectively discuss and resolve ongoing site issues / concerns through issue resolution process.

• Individual work groups and safety committee members to actively identify, close out / resolve issues within own work areas and across the project prior to meeting commencement.

• Active communication between HB site management and work groups

Acceptance of Previous Meeting Minutes

1.1 Person Accepting

Casey Wait

2. Business / action items arising from previous minutes

2.1 Business / action items arising from previous minutes	NIL
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3. Audit, Inspection, Observation Conducted

3.1 Internal	Next internal Audit will be held 20th Feb 2024. Please review your trades tasks, electrical equipment, Plant and WHS Documentation prior.
3.2 External	Nil
3.3 Client	

4. Non-conformances / Corrective actions Issued or identified

4.1 Non-conformances / Corrective actions Issued or identified	Nil
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5. Safety Alerts

5.1 HB Internal Alerts	Nil
5.2 5.2 Industry Alerts / legislative changes or information from the regulator	Nil

6. Incidents / Injuries and Events

6.1 First Aid Injuries	Nil
6.2 Medical Treatment Injuries	Nil
6.3 Restricted Work Injuries	Nil
6.4 Lost Time Injuries	Nil
6.5 Near Miss	Nil
6.6 Reportable / Dangerous Incidents	Nil

6.7 Any corrective / preventative actions that have occurred as a result of any site incident or event listed above.

Nil

7. Toolbox Talks

7.1 Toolbox Talks

- Chin Straps and Hard Hat Tethers when working at heights
- Housekeeping and Lead Management
- Lead Management (Hooks, Stands and Brackets)
- Ensure you dewater your own work area, prior to commencing work

8. Upcoming program and any planning considerations identified involving site safety

8.1 Upcoming program and any planning considerations identified involving site safety

- Forming Level 16 Pour Monday (05.02.24) with second pour Wednesday (07.02.24)
- Jump Monday (05.02.24)
- Energex Nightworks Continuing
- Pour Walls Friday (02.02.24) / Monday (05.02.24) Auditorium

9. High Risk Activities / SWSM required or reviewed

9.1 High Risk Activities / SWSM required or reviewed

Nil

10. Training (identified / required)

10.1 Training (identified / required)

- Mental Health Training to be organised by services trades through your Union
- Fit Testing, Start to collect a list of names for workers who require fit testing

11. Site WHS Issues / Concerns Identified

**Items for discussion are to have been addressed with relevant work groups prior to meeting and discussed where a resolution could not be reached prior to meeting

***Items raised on site walk that require further action

11.1 Site WHS Issues / Concerns Identified

- Level 15 screen safety removed with other trades workers still in the area (Rectified on Walk)
- Level 15 TC lead management (Rectified on Walk)
- HB Level 14 - 13 stairs Clean
- Level 12 Catch mesh incomplete (Rectified on Walk)
- Level 12 Berlesimo housekeeping

	• HB Level 12 planter gap protection both sides • ALL TRADES Level 12 general housekeeping (zip ties) • Level 12 Open peno in stairs not excluded - Paragon (Rectified on Walk) • HB Level 11 hoist flap does not go full length • Level 10 planter fall from height (Rectified on Walk) • HB Level 9 access way marking does not run to single hoist • PERIGON Riser electrical peno's • COGENT Level 7 fall from height either side double hoist • HB Level 6 planter gap • PRECISION Level 5 lead management (hooks and stands required)
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12. New Business

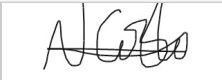
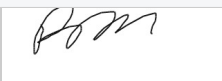
12.1 New Business	- All Trades must ensure they are completing the Daily Prestart in Hammertech prior to commencing work each day. The Daily Prestart is how we relay to workers the days upcoming tasks and safety concerns it is also used in the event of an Emergency Evacuation. If you trade doe s not have a company device for you to utilise please come and see HB Management - Housekeeping and Lead Management - Wet Weather and Dewatering Procedure review, with outcome to be discussed at the next Meeting -
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Attendees

Attendees and signatures to be added to attendees section	
Apologies	Andy Stacey
Distribution	All

Attendees

_Hutchinson Builders [Signed: 3/3]	
Casey Wait Signed: 10:27 AM 31/01/2024	
Damon Clarke Signed: 10:25 AM 31/01/2024	

Dave Warner Signed: 10:27 AM 31/01/2024	
Berlesimo Formwork [Signed: 1/1]	
Nuno Costa Signed: 10:25 AM 31/01/2024	
Perigon Pty Ltd [Signed: 1/1]	
James Stocks Signed: 10:25 AM 31/01/2024	
Planet Plumbing (NSW) Pty Ltd [Signed: 1/1]	
Tommy Horne Signed: 10:26 AM 31/01/2024	
Precision Interior Walls & Ceilings Pty Ltd [Signed: 1/1]	
James Lowe Signed: 10:24 AM 31/01/2024	
Quick-Fix Aluminium Commercial Pty Ltd [Signed: 1/1]	
David McKenzie Signed: 10:25 AM 31/01/2024	
Schindler Lifts Australia Pty Ltd [Signed: 1/1]	
Marty White Signed: 10:24 AM 31/01/2024	
VAE [Signed: 1/1]	
Paul Hart Signed: 10:25 AM 31/01/2024	

Observations Identified
Comments
N/A