

Port Kembla Hospital Staff Consultative Committee Meeting

Wednesday 28 October 2020
12.00 – 1.00 pm
Skype

AGENDA

ITEM NO.	DESCRIPTION	ACTION REQUIRED	PAGE No.
1.	Attendance: Apologies:		
2.	Acknowledgement of Country: We would like to acknowledge the traditional custodians of the lands we are meeting on today and pay respects to the Elders past, present and future.		
2.	Confirmation of the Minutes of the previous meeting held on: - Nil		
3.	Matters arising from Previous Minutes:		
	Action Item:	Arising from Mtg: Date	Person Responsible:
	3.1		
	3.2		
4.	Standard Agenda Items		
	Item:		Person Responsible:
	4.1	HSU Report	HSU Representative
	4.2	Maintenance work in progress	G O'Hara
	4.3	WHS Report	A Madams
	4.4	No Smoking	L Morrison
	4.5	NSWNA:	NSWNA Rep
5.	Business without notice:		
	5.1	QR Code/Door Screening on site	
	5.2		
6.	Staff Reports:		

PKH – Staff Site Consultative Meeting

Date: **Wednesday 28th October 2020** Chaired by: **Louise Morrison**

Attendance: Clare Sheehan, Karin Tarne, Keona Wilson, Klender Pousini, Kylie Harper, Ngarla Tetley, Wendy Brandmann, Julie Allen (Minutes)

Apologies:

DT20/104855

2. Confirmation of previous minutes: Ngarla Tetley

ITEM	TOPIC	DISCUSSION	Actions/Recommendations	WHEN	WHO
3. Matters arising from previous minutes:					
4. Standing Agenda Items:					
4.1	HSU Report	Nil Report tabled as nil attendee			HSU Rep
4.2	Maintenance work in progress	Nil Report tabled as nil attendee Windows on Second floor have had a machine out to inspect the windows – in light of recent rains and more to come this inspection will indicate if any further work required.	Ongoing		G O’Hara L Morrison
4.3	WHS report	Nil Report tabled as nil attendee Electrical incidents – unfortunately there have been ongoing issues across the HUB and on site.	We need to ensure all Departments have done their Electrical Safety inspections and reports to be sent to L Morrison		A Madams
4.4	Smoking	This remains an issue and looking at possibility for a designated Smoking area for Palliative and Rehab patients.	Ongoing		L Morrison

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4.5	NSWNA	Nil Report as nil Branch on site.			NSWNA Rep
5. Business without Notice:					
5.1	QR Code/Door Screening on Site	Nil attendee to report on any concerns or issues in this regard.			E Davidson
5.2					
6. New Business					
6.1		Nil			

Next meeting: January 2021 (date to be advised)

I certify these minutes as a true and correct record of the meeting.

Louise Morrison - DDON / Operations Manager