

minutes

CARING FOR THE COAST – EVERY PATIENT EVERY TIME



Health
Central Coast
Local Health District

WOY WOY STAFF CONSULTATIVE COMMITTEE

Date/Time: 2.30-3.30pm, Tuesday, 22 June 2021

Venue: Audio Visual room – Community Rehab Centre

1. Acknowledgement to Country

The Chair acknowledged Aboriginal People, the Traditional Custodians of this land, and paid respect to our Aboriginal Elders – both past and present.

2. Attendance / Apologies

Present:

BAZIK, Frank	General Manager – General Manager Gosford & Woy Woy Hospital (Chair)
BUCKLEY, Samantha	Administration Community Health Centre
GALEA, Wendy	Administration Rep
HAPP, Christie	CSO, Community Nursing
HERNING, Andrew	HR Business Partner
JONES, Priscilla	Clinical Support Services Manager – Gosford & Woy Woy
LE RAY, Joanne	Operational Nurse Manager – Aged Care & Subacute South
LIPSHUS, Corinna	Community Health Centre
MANGION, Karyl	Dental Services
MUNDY, Margery	NUM – Community Nursing
PHILLIPS, Michael	Fire Safety Officer, Subacute and Community
RAMSAY, Matthew	HSU Representative
WILSON, Vicki	NUM - NUM Woy Woy Geriatric Rehab Unit

Apologies:

JACKSON, Julie	Administration Manager
KIRTON, Nadja	EA to the Gosford & Woy Woy General Manager (Minutes)
MARSH, Janette	NUM – Transitional Care Unit
PURCELL, Melissa	Dental Assistant

3. Conflicts of Interest – nil declared

4. Confirmation of the Minutes of previous Meeting

The minutes of the meeting held on 9 March 2021 were accepted as a true and correct record.

4.1. Terms of Reference

The Terms of Reference were tabled and endorsed.

4.2. Annual Committee Self-Evaluation Survey

The annual Committee self-evaluation survey was tabled and discussed. No further action required.

5. Business Arising from Previous Meeting

5.1. Dip outside the main entrance door – fills with water & is a trip hazard

- Ongoing – temporary fix at the time, longer term solution needed with Engineering

Referral Date	Description of Issue	Review Action	Action Officer	Due Date
10.09.19	Dip outside the main entrance door – fills with water & is a trip hazard	<p>22/6/21 – ongoing monitoring, longer term solution can be rolled up into plans for car park to be upgraded</p> <p>9/3/21 – not enough rain to assess effectiveness of temporary fix, keep monitoring</p> <p>15/12/20 - temporary fix at the time, longer term solution needed with Engineering</p> <p>15/09/20 - ongoing</p> <p>18/06/20 – A lot better given the grinding that’s been completed however still pooling.</p> <p>10/03/20 – WG reported there is still water pooling near the front door. NB will follow up.</p> <p>10/12/20 – some work has been completed to assist with drainage. Completion of extra work expected in early 2020.</p> <p>10/09/19 - WG to enter a BEIMS and JLR to escalate issue</p>	Jo Le Ray	ongoing

5.2. Poor visibility when turning right or left from Kathleen Street to Ocean Beach Road.

- No stopping signage needs to be amended for better visibility
- Frank Bazik to follow up with Council again

Referral Date	Description of Issue	Review Action	Action Officer	Due Date
10.03.20	Poor visibility when turning right or left from Kathleen Street to Ocean Beach Road.	<p>22/6/21 - has not yet been actioned by Council - follow up with another letter from General Manager</p> <p>9/3/21 - has not yet been actioned by Council - follow up</p> <p>15/12/20 – Response letter from Council dated 10/12/20 tabled</p> <p>22/09/20 – Frank Bazik sent letter to Council</p> <p>15/09/20 – Frank Bazik to send a letter to Central Coast Council</p> <p>18/06/20 – request for Kathryn Moore to follow up through the WHS committee</p> <p>10/03/20 - WHS consultant Kathryn Moore has contacted Central Coast Council on behalf of the WHS committee. Council has advised car spaces will be removed allowing an additional 5 metres of sight distance. Time frame approximately 3 months</p>	Frank Bazik	Next meeting

5.3. Pot holes

- Filled by Maintenance on an ad-hoc basis

Referral Date	Description of Issue	Review Action	Action Officer	Due Date
15.09.20	Pot holes	<p>22/6/21 – no funding for project in 2021/22</p> <p>9/3/21 - Confirmed by Priscilla Jones it has been escalated to Asset Refurbishment and Replacement Program (ARRP) program for 2021 but car parking projects did not get approved this financial year as other projects (related to COVID) took priority</p> <p>15/12/20 – for ARRP program 2021</p> <p>15/09/20 – Clarification to be obtained if the road out the back that runs along Blue Wave belongs to NSW Health</p>	Priscilla Jones	Ongoing

5.4. Wayfinding / Signage

- An initial site walk was held with Julie Jackson, photos are an early indication of signs that need review and replacement. **(see document attached to the Minutes)**
- Working Party to commence 1 July 2021 – seeking nominees at present.

Referral Date	Description of Issue	Review Action	Action Officer	Due Date
15.09.20	Signage	22/6/21 – seeking nominees for working party 9/3/21 & 15/12/20 – Working group to be established incl. community involvement 15/09/20 – Wayfinding group to be coordinate Temporary signage to be placed on WW Community Health Building	Priscilla Jones	Next meeting

5.5. Staff COVID vaccination for Woy Woy

- Frank Bazik advised that staff to access clinics at Gosford Hospital.

6. Standing Agenda Items

6.1. Security Stats – Priscilla Jones & Frank Bazik

- Nil to update

6.2. Woy Woy Site – Frank Bazik

- COVID-19 swabbing clinic at Gosford still ongoing with daily increases now up to 90/day
- Screening points will remain in place
- Woy Woy Hospital turns 50 on 20 November 2021 – get ideas for the celebration
- Visited residence with protruding pipe and owners have now agreed to divert pipe internally
- New Director of Medical Services for Gosford and Woy Woy to commence on 28 June, Dr Milind Rawal
- Matthew Ramsay, HSU Organiser, was introduced to the Committee and will be a member of the Committee going forward

7. New Business

7.1. Woy Woy Hospital Signage (No Emergency Department)

- Frank Bazik received advice from Ian Wagstaff, Facility Planner Capital Works and Asset Management – the “No Emergency Department” signage cannot be written in red text and should be in black text as per NSW Health Wayfinding for Healthcare Facilities Guideline (GL2014_018)
- Priscilla Jones to discuss with Maintenance how we can change the illuminated sign

Referral Date	Description of Issue	Review Action	Action Officer	Due Date
22.06.21	Signage	No Emergency signage – to discuss with Maintenance	Priscilla Jones	Next meeting

8. Business without Notice

8.1. Staff Parking

- Priscilla Jones had received a request from Brisbane Waters Private Hospital for staff not to park in their car park area.
- Staff parking is generally challenging with a number of staff parking in patient areas
- Discussion on how we obtain staff cooperation to do the right thing with parking

8.2. Workforce and Culture

- Please contact Andrew Hering and Tishia Donafee, newly appointed HR practitioners to Gosford and Woy Woy

9. Meeting Close / Next Meeting

The meeting closed at 3.00 pm.

2021 MEETING SCHEDULE											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
-	-	9	-	-	22			14			14
		<i>MR2</i> <i>WWR</i>			<i>MR1</i> <i>CRC</i>			<i>MR1</i> <i>CRC</i>			<i>MR2</i> <i>WWR</i>

CERTIFIED AS A CORRECT RECORD

Frank Bazik

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Signature

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Date