

CAERPHILLY COUNTY BOROUGH COUNCIL

CORPORATE SAFETY COMMITTEE

MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, TREDOMEN ON THURSDAY, 13TH MARCH 1997 AT 10.00 A.M.

PRESENT:

Councillor D.J. Bosley - Chairman
Councillor L.R. Rees - Vice-Chairman

Councillors:

W.H. Coleman, A.I. Evans, E.K. Griffiths and D.T. Wiltshire

Together with:

Personnel Manager (Advice and Consultancy), Senior Corporate Safety Officer (PG), Health, Safety and Welfare Officer, Head of Support Services, Corporate Safety Officer (SM).

Safety Representatives:

K. Meredith (GMBATU), S. Lane (UNISON), K.H. Green (UCATT) and D. Edmunds (UNISON).

APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

Councillor D.J. Bosley was appointed as Chairman and Councillor L.R. Rees as Vice-Chairman of the Committee for the ensuing year.

APOLOGIES

Apologies for absence were received from Councillors G.R. Court, L. Lewis and Mrs. C.A. Sadler.

Safety Officer's Report

The Committee considered a report which outlined the work of the Corporate Safety Unit.

It was reported that the Unit had prepared the Council's Corporate Safety Policy and Accident Reporting Procedures in April and May 1996 respectively and copies were distributed to those present.

The constitution of the Committee was also considered and it was noted that persons could be co-opted to the Committee. In this respect, the Committee was asked to consider the co-option of the Council's Insurances and Risk Manager and an Occupational Health Physician to future meetings of the Committee.

The Committee then considered a summary of visits carried out by the Health and Safety Executive since 1st April 1996, details of accident reporting procedures and accident statistics.

RESOLVED that:-

- (i) the Council's Insurance and Risk Manager be co-opted to serve on this Committee;
- (ii) Dr. Misir, the Council's Occupational Health Physician be co-opted to the Committee as and when required.

REPORTS OF THE HEALTH, SAFETY AND WELFARE OFFICER

Corporate First Aid at Work Policy

The Committee considered details of the Council's First Aid at Work policy which had been introduced in response to the Health and Safety (First Aid) Regulations.

During discussion, the following matters were raised -

Legal Indemnity of First Aiders - it was noted that the Council, through its insurers provided indemnification for any First Aider who assisted an employee or member of public who became ill or injured at work, either on or off the premises.

Provision of First Aid Rooms at Council Offices - the provision of designated First Aid rooms was discussed and it was noted that not all the Council Offices had this facility available. It was agreed that a further report would be submitted on this issue.

First Aiders - the Committee discussed the position and role of first aiders, i.e. persons provided by the employer to take charge of the situation if a serious injury or major illness occurred, and to be responsible for the First Aid materials.

The insurance position of such employees whilst undertaking first aid duties was also discussed and it was agreed that this matter would also be the subject of a further report.

RESOLVED that:-

- (i) the Corporate First Aid at Work Policy document be received and noted;
- (ii) further reports be submitted to the Committee in respect of the provision of First Aid rooms in Council Offices and the role of first aiders.

Corporate Display Screen Equipment Policy

The Committee considered the Corporate Display Screen Equipment Policy introduced in response to the Health and Safety (Display Screen Equipment) Regulations 1992.

It was also reported that training courses for users had been arranged and an update would be provided to a future meeting of the Committee.

No Smoking Policy

The Committee was informed that the Corporate No Smoking Policy had been approved by the Personnel Committee on 18th February, following agreement by the Trade Unions.

The Committee then considered the policy and it was reported that discussions were taking place with representatives of the Gwent Valleys Health Promotion Services on assistance to employees wishing to cease or reduce smoking.