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| Title: Monthly Safety Committee Meeting | Date (held on): 3rd Sep 2021 |

Monthly Safety Committee meeting was held in first floor conference room on 3rd Sep 2021 at 1500 hrs. Following individuals remained absent;

* Ali Raza Gohar Busy in an important meeting
* Ashiq Maseeh Sweeper In charge
* Abu Bakar EMD In-charge.
* Sheroze Lab Assistant

The progress at previous month actions was disappointing as previous months. It was emphasized to complete these actions. Meeting participants were requested to come prepared with good initiatives which needs support of higher management. Summary of actions compliance is as below.

Res Total Actions Completed In Progress

HKQ\* 6 2 4

SSB 1 1 0

Line Mgrs 1 0 0

AbuBakar 3 0 0

Amir Khan 1 0 0

Committee members highlighted issue of uniform, safety shoes and PPEs. No new point raised.

Following are the minutes:

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| **Sr. No** | **Decision** | **Responsibility** | **Target date** |
| 1 | PPEs shortage was discussed and it was agreed to prepare a SOP for PPEs availability.  Draft procedure prepared and is at approval stage. | HKQ | In Progress |
| 2 | Line managers to identify MSL of all PPEs and ensure its availability all times.  Action is pending. | Ahmed/Faisal/ Shaheed Ullah/Abu Bakar |  |
| 3 | To overcome the potential of slip hazard at front stairs, PR to be raised for anti-skid tape to be applied where missing.  PR raised and quotation received. | HKQ | In Progress |
| 4 | Extraction with ducting is required in DPM room.  Action is pending. | Abu Bakar | 30 Sep 21 |
| 5 | Workers requested nomination of site in-charge during off hrs for decision of emergency services eg shifting of patient to hospital etc.  Security in-charge on duty will take care of this action | SSB | **Completed** |
| 6 | Discipline of first aid box to be improved, currently found empty in emergency.  System of strapping the box agreed. Strapping machine received. First Aid items procurement is in progress. | HKQ | In Progress |
| 7 | A standard list of first aid box items to be procured and inserted in all first aid boxes.  Action Completed. | HKQ/Ali Goher | **Completed** |
| 8 | Stretchers are required to shift patients during emergencies. HKQ to raise PR for the purchase of two stretchers.  PR raised and quotation received. | HKQ | In Progress |
| 9 | Ms Nisha indicated accumulation of acidic, glass & chemical waste. Disposal policy is required.  Action Completed. | HKQ | **Completed** |
| 10 | Uniform and safety shoes requirement was raised by the participants. Aamir Khan to ensure on time delivery  Action is pending. | Aamir Khan |  |
| 11 | PCC representative pointed out that emergency exit of PCC is occasionally locked from outside. Maintenance section to ensure locking arrangement at outer side are removed. Exit should be locked from inside at shift close.  Action is pending. | Abu Bakar |  |
| 12 | PCC operator indicated that cable to weigh scale is not properly laid. Maintenance to ensure that cable is properly clamped.  Action is pending. | Abu Bakar |  |

Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved By (Chair Person):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_