

Contract Name:	Astor Collge	Contract No:	GC0031
Attendees:	Tomas Lekstutis (GT) Amir Zadeh (GT) George Warmate (MG) Kevin (Cape) Lewis Boulter (Wooldridge) Joe (Middlesex) Ross (SGB) Dan (Adex)	Meeting Date:	16/12/2016

Daily Site Safety Review actions outstanding:

- Handrail is required for bin store at two sides. GT to instruct SGB (GT): Ongoing
- More heaters are required for welfare (GT/Cape)
- Fire drills to be arranged and everyone to be notified (MG)
- Glass cleansing station is required at two entrances to site (GT): Awaiting delivery
- Fire escape route for Adex to be arranged during excavation (GT): Signs to be displayed
- Toolbox talk is required from all sub-contractors regarding : 1. Asbestos Awareness (and certificates are required). 2. Use of dust masks 3. Noise management in Bedford Passage 4. Fire escape route management in Bedford Passage for No.97: **Cape, SGB, Adex to submit ASAP**
- Turnstile to be fully functional for 3rd January 2017 (MG).

Previous meeting actions confirmed as closed:

- Modebest to cover the excavated mock in backyard. (Modebest)
- Edge Protection or segregation of the excavated area by herras fencing (Modebest)
- More safety warning signs are required into Link Bridge. Fire sign is blocked by herras fencing (Wooldridge).
- Parking ballards to be removed or to be kept upstanding (GT): Not required. It is being managed
- Signage to front can be improved. GT standard signs to be ordered.
- A cleanable temp flooring to welfare is required for wet season: Welfare will be vinyl (GT)
- Pigeon hole (access for toolboxes) is required near the turnstile. (MG): Ramp is being used for this purpose.
- Water Cooler is required for canteen (GT: AZ)
- Ash tray for smoking area (GT: AZ)

NAB Tour actions:

- Barriers are required near windows in L.G as temporary measure for safety. All windows to be protected. (GT)
- No step ladder is permitted on site. All S/Cs to plan ahead for use of podiums. A register is required for inspections.(All)
- Fire exit signs required for external fire route in back yard (GT).
- The roof door in 7th floor to be locked GT).
- Toolbox talk is required for the location of the existing Asbestos in the building following the report of Greensheild. (All)
- Cape to clear up the entire building from debris and hazards i.e fire doors left open, obstructions in corridors etc.
- Timbers and debris left in open well to be cleared up ASAP (Modebest).

Safety Behaviour discussions completed:

Records of SBDs are required. All GT site team members are required to fill SBDs to be reviewed in H&S meetings.

Carried out by:	Topic:	Operatives Name:
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Look ahead to new operations:

Modebest (5): Excavation of tunnel – Concrete to bin stand

Wooldridge(6): Removal of debris in link bridge, Link bridge steel ramp and propping

Cape(E): Power drop downs

SGB(4): Erection of Acoustic barrier, hand rails

Adex (5): Bursting the existing crane base

Middlesex(2): Preparation of welfare

Cape(M)(2): Temp water supply to L.G and isolation of building

Notes:

1. Christmas shut down procedure reviewed
2. Waste on site to be removed for the duration of Christmas shut down
3. Drugs& Alcohol policy reviewed for return to work after holiday period
4. Monthly Safety Award Scheme introduced. First S/C winner in January (to cover December 2016 and Jan 2017).