

Chem-Dry Otago		Pure Services		Fresh Living South	
HSE Toolbox Meeting					
Date	4-5-18		Time	8am A.S.T	
Staff Present			Staff Absent		
Dave, Jess, Ness, Adnan, Tania, Mel, Nathan, Mark, Daryl, Cory, Tony, Derek, Richard, Steve, Glen, Sharna, Brooke, Nick, Suchy, Susan			Chris, Debbie		
Has there been any accidents within the last week?				YES / NO	
Have the forms been completed and handed to the Ops Mgr?				YES / NO	
<b>Notes</b> Southern Insulation - Trevor - Asbestos Training					
<ul style="list-style-type: none"> <li>* Showing us some grey fluff type fibre which inhaled over a long period of time is hazardous.</li> <li>* Passed out information sheets re what are the risks.</li> <li>* Types of uses back in day ie: Snow on movie sets ie Wizard of Oz.</li> <li>* Key places for us are cement sheets - textured ceiling.</li> <li>* Pass or fail is on an air test not on a sample it is only positive or negative.</li> <li>* Finding it is not a problem, once you know it's there treat it with respect.</li> <li>* There can be a lot of asbestos dust in a ceiling space - if not clay or iron very possible - but if older house with new roof can still have it in the space.</li> </ul>					

# Southern Insulation continued...

## Items Discussed

- \* When they are asked to remove a roof it is not required to vacuum out the ceiling space so a lot do not get it done - problem is once the new roof goes up - a few years down track you can't tell. Domestic house does not require a building report so it will not be documented. You need to ask questions ie: How old is house? Has the roof been replaced.
- \* Have not found it in insulfluff here
- \* Pipe insulation if you squeeze it & it's soft you're ok. If it's hard or won't give then it's most likely asbestos.
- \* Old copper tbc with a white plaster on it that is most likely asbestos.
- \* Old tbc that are galvanised inside that will have asbestos - drilling would be an issue.
- \* Switch boards - old black ones
- \* Blue felt backing on vinyl - not asbestos
- \* Nessian backing on vinyl - not asbestos
- \* Paper backing on vinyl - is asbestos
- \* Elevator shafts from the pulley breaking system.
- \* Southern Insulation Once they get a positive result they inform worksafe 5 day delay then can remove it. If it's inside a building they always get an air testing done for clearance.

Note Taker: - Vanessa

Sign: - Ufm<sup>c</sup>

### Items Discussed

- \* DTHMC Card & HNZK Cards please take a photo & save to your gallery & that is acceptable if they want to see your ID.
- \* Comments box's outside please use.
- \* Chris is now going to take a step back, & become a technician. Dave will do orders etc in the meantime.
- \* Clydevale casino night please who has not replied let Tania know by end of the day.
- \* Draw this month winner is Steve.
- \* Annual leave please give two weeks notice. If you are using it for top up of wages, or sick leave needs to be discussed & form filled out. Don't just write on timesheet.
- \* Susan's old van if you are using it that day, fill it up when finished don't leave it for Susan it's not her responsibility!
- \* Clean end cap machine when finished.
- \* Floods photo's are looking great don't forget the exterior. Paper work don't forget to sign this on visits.

Note Taker: -

Vanessa

Sign: -

VAM<sup>c</sup>

Staff Member	PPE Gear (Tick)	First Aid Kit (Tick)	Bottles Labelled (Tick)	Eye Wash (Tick)	Fire Extinguisher (Tick)	Signature
Lory Crake	✓	✓	✓	✓	✓	C. Crake
Tom	✓	✓	✓	✓	✓	Tom
Ryszard	✓	✓	✓	✓	✓	Ryszard
Steve	✓	✓	✓	✓	✓	Steve
Elen	✓	✓	✓	✓	✓	Elen
Suehy	✓	✓	✓	✓	✓	Suehy
Susan	✓	✓	✓	✓	✓	Susan
Shanna	✓	✓	✓	✓	✓	Shanna
NICK	✓	✓	✓	✓	✓	NICK
Daryl	✓	✓	✓	✓	✓	Daryl
Mark	✓	✓	✓	✓	✓	Mark
John	✓	✓	✓	✓	✓	John
Nathan	✓	✓	✓	✓	✓	Nathan

By signing my name & ticking the above boxes I am agreeing to checking my van & all health & safety equipment is stocked & up to date.

### Check list Vans Carpet Van

Date 05-05-18  
 Van Rego JGL58  
 Milage Now 11777  
 Service Due 11-1-19

Driver Mark Van # 24  
 Rego Due Date 15-08-18  
 Diesel KM Due \_\_\_\_\_  
 WOF Due 31-8-18

#### Vehicle

Tyre Pressure(44 PSI)last checked   
 Water last checked   
 Oil last checked

#### Products

##### Carry Sprays

Spot Remover   
 Red Alert   
 Eraser   
 Thrasher  ✓  
 ITE  ✓  
 Brown Out   
 DI sprayer   
 DI powder   
 Rust Remover

##### Other Products

CCP   
 Milgo   
 Lavendoria   
 Defoamer   
 Neutraliser   
 Aqua guard  ✓  
 P.U.R.T   
 Super charger   
 Natural   
 Spot remover cans x 4   
 Apple cinnamon x 2

#### Stain Removal Kit

Stain out A   
 Stain out B   
 Stain out neutraliser   
 Ink Remover   
 Solvent spotter gel  ✓  
 Ink tool   
 Jug   
 2 x P.U.R.T canisters   
 Garment steamer

#### Flood Tool Kit

Flat head screw driver   
 Square head screw driver   
 Philips screw driver   
 Crescent   
 Carpet Lifter  ✓  
 Crow Bar   
 Knippers   
 Head Light   
 Craft knife   
 Hydrometer   
 Moisture meter

#### Mould Kit

Plastic  ✓  
 Yellow Tape (low tack)

#### PPE

Safety suits   
 Full face mask   
 First Aid Kit   
 Gloves   
 Fire extinguisher   
 Eye wash  ✓  
 Hard Hat   
 Safety Glasses   
 Ear muffs/plugs   
 H&S cones/signs

#### Consumables

Yellow slip signs   
 Contractor Induction cards   
 Laser measure   
 Tape measure   
 Pens   
 Pad  ✓  
 Current price list   
 Calculator   
 Rubbish bags

#### Equipment

Powerbase   
 Buffer   
 Vacuum   
 Extension cord   
 Funnel   
 White bucket   
 Blue bin x 2   
 Spill kit  ✓  
 Plastic squares   
 Poly blocks   
 Hydro force   
 Wand   
 Rake   
 Brush & shovel set   
 Spare hose   
 Hose joiner   
 Short ladder   
 Multi box (orange)   
 Blue hose   
 Protection bottle   
 Upholstery tool



CLEANING IT ALL - CLEANING IT RIGHT!



### Check list Vans Carpet Van

Date 4/5/18  
 Van Rego HFQ 250  
 Milage Now 244206  
 Service Due 253950

Driver Suehy Van # 16  
 Rego Due Date 16/7/18  
 Diesel KM Due           
 WOF Due 6/18

#### Vehicle

Tyre Pressure(44 PSI)last checked   
 Water last checked   
 Oil last checked

#### Mould Kit

Plastic   
 Yellow Tape (low tack)

#### Products

##### Carry Sprays

Spot Remover   
 Red Alert   
 Eraser   
 Thrasher   
 ITE   
 Brown Out   
 DI sprayer   
 DI powder   
 Rust Remover

##### Other Products

CCP   
 Milgo   
 Lavendoria   
 Defoamer   
 Neutraliser   
 Aqua guard   
 P.U.R.T   
 Super charger   
 Natural   
 Spot remover cans x 4   
 Apple cinnamon x 2

#### PPE

Safety suits   
 Full face mask   
 First Aid Kit   
 Gloves   
 Fire extinguisher   
 Eye wash   
 Hard Hat   
 Safety Glasses   
 Ear muffs/plugs   
 H&S cones/signs

#### Consumables

Yellow slip signs   
 Contractor Induction cards   
 Laser measure   
 Tape measure   
 Pens   
 Pad   
 Current price list   
 Calculator   
 Rubbish bags

#### Equipment

Powerbase   
 Buffer   
 Vacuum   
 Extension cord   
 Funnel   
 White bucket   
 Blue bin x 2   
 Spill kit   
 Plastic squares   
 Poly blocks   
 Hydro force   
 Wand   
 Rake   
 Brush & shovel set   
 Spare hose   
 Hose joiner   
 Short ladder   
 Multi box (orange)   
 Blue hose   
 Protection bottle   
 Upholstery tool

#### Stain Removal Kit

Stain out A   
 Stain out B   
 Stain out neutraliser   
 Ink Remover   
 Solvent spotter gel   
 Ink tool   
 Jug   
 2 x P.U.R.T canisters   
 Garment steamer

#### Flood Tool Kit

Flat head screw driver   
 Square head screw driver   
 Philips screw driver   
 Crescent   
 Carpet Lifter   
 Crow Bar   
 Knippers   
 Head Light   
 Craft knife   
 Hydrometer   
 Moisture meter



- NEED WATER TANK  
LID-

## Check list Vans

### Spouting Van

Date 4/5/18  
 Van Rego W4 979  
 Milage Now 44,100  
 Service Due \_\_\_\_\_

Driver NICK Van # 39  
 Rego Due Date 8/19/18  
 Diesel KM Due 50000  
 WOF Due 25/02/19

#### Vehicle

Tyre Pressure(44 PSI)last checked ✓  
 Water last checked ✓  
 Oil last checked ✓

- NEED NEW  
GO PRO MOUNT  
3 CASE

#### Mould Kit ✓

Plastic   
 Yellow Tape (low tack)

#### Products ✓

Carry Sprays   
 Spot Remover   
 Red Alert   
 Eraser   
 Thrasher   
 ITE   
 Brown Out   
 DI sprayer   
 DI powder   
 Rust Remover

- NEED  
BUILDING  
SPIDER  
BRUSH

#### Other Products

CCP   
 Milgo   
 Lavendoria   
 Neutraliser   
 Aqua guard   
 P.U.R.T   
 Super charger   
 Natural   
 Spot remover cans x 4   
 Apple cinnamon x 2

#### PPE ✓

Safety suits   
 Full face mask   
 First Aid Kit   
 Headlight   
 Gloves   
 Fire extinguisher   
 Eye wash   
 Hard Hat   
 Safety Glasses   
 Ear muffs/plugs   
 H&S cones/signs

#### Consumables ✓

Yellow slip signs   
 Contractor Induction cards   
 Laser measure   
 Tape measure   
 Pens   
 Pad   
 Current price list   
 Calculator   
 Rubbish bags

#### Stain Removal Kit ✓

Stain out A   
 Stain out B   
 Stain out neutraliser   
 Ink Remover   
 Solvent spotter gel   
 Ink tool   
 Jug   
 2 x P.U.R.T canisters   
 Garment steamer

#### Equipment ✓

Powerbase   
 Buffer   
 Vacuum   
 Extension cord   
 Funnel   
 White bucket   
 Blue bin x 2   
 Spill kit   
 Plastic squares   
 Poly blocks   
 Hydro force   
 Wand   
 Rake   
 Brush & shovel set   
 Spare hose   
 Hose joiner   
 Short ladder   
 Multi box (orange)   
 Blue hose   
 Protection bottle   
 Upholstery tool

#### Flood Tool Kit ✓

Flat head screw driver   
 Square head screw driver   
 Philips screw driver   
 Crescent   
 Carpet Lifter   
 Crow Bar   
 Knippers   
 Craft knife   
 Hydrometer   
 Moisture meter

## Check list Vans Cleaning Van

Date 4-5-18  
 Van Rego KCW 231  
 Milage Now 150693  
 Service Due 20-12-18

Driver \_\_\_\_\_ Van # 31  
 Rego Due Date 9-5-2019  
 Diesel KM Due 164653  
 WOF Due 27-6-18

### Vehicle

Tyre Pressure(44 PSI)last checked \_\_\_\_\_  
 Water last checked \_\_\_\_\_  
 Oil last checked \_\_\_\_\_

### Products

Advanced heavy duty oven cleaner   
 Oven blast and grill cleaner   
 Easy off oven cleaner   
 Easy off fume free oven cleaner   
 Methylated spirits   
 OCS streak free glass cleaner   
 Sunlight dishwashing liquid   
 Multi   
 Jiff cleaner   
 Pro Spice cleaner   
 Wall cleaner   
 Wipe out   
 View quick   
 Bleach   
 Stainless steel polish   
 Atomic

### Tools

Silver ladies   
 Stainless steel scourers   
 Green hand pad scrubbers   
 Gloves   
 Scrubbers   
 Rubbish bags   
 Mop   
 Vacuum cleaner   
 Bucket

### Mould Kit

Plastic   
 Yellow Tape (low tack)

**Check roof rack is tight!**

### PPE

Safety suits   
 Full face mask   
 First Aid Kit   
 Headlight   
 Gloves   
 Fire extinguisher   
 Eye wash   
 Hard Hat   
 Safety Glasses   
 Ear muffs/plugs   
 H&S cones/signs

### Consumables

Yellow slip signs   
 Contractor Induction cards   
 Laser measure   
 Tape measure   
 Pens   
 Pad   
 Current price list   
 Calculator   
 Light bulb   
 Smoke alarms   
 Dry sponges

### Window Equipment

Blue waste bin   
 Window blade   
 Hose   
 Extendable pole   
 Filter system   
 Window woolie   
 Step ladder   
 Spill kit   
 Full ladder   
 Curtain hooks   
 Curtain tags   
 Window trough   
 Fibre pole   
 Micro fibre pads   
 Brush & shovel set   
 Multi box (orange)   
 White rag bag   
 White window rags   
 Blue rag bag   
 Tap connectors   
 Hose splitter



## Check list Vans Cleaning Van

Date 04-05-2018  
 Van Rego JJW547  
 Milage Now 36783  
 Service Due 36900

Driver R2CWAWS Van # 17  
 Rego Due Date 14-04-19  
 Diesel KM Due \_\_\_\_\_  
 WOF Due 26-11-18

### Vehicle

Tyre Pressure(44 PSI)last checked   
 Water last checked   
 Oil last checked

### Products

Advanced heavy duty oven cleaner   
 Oven blast and grill cleaner   
 Easy off oven cleaner   
 Easy off fume free oven cleaner   
 Methylated spirits   
 OCS streak free glass cleaner   
 Sunlight dishwashing liquid   
 Multi   
 Jiff cleaner   
 Pro Spice cleaner   
 Wall cleaner   
 Wipe out   
 View quick   
 Bleach   
 Stainless steel polish   
 Atomic

### Tools

Silver ladies   
 Stainless steel scourers   
 Green hand pad scrubbers   
 Gloves   
 Scrubbers   
 Rubbish bags   
 Mop   
 Vacuum cleaner   
 Bucket

### Mould Kit

Plastic   
 Yellow Tape (low tack)

**Check roof rack is tight!**

### PPE

Safety suits   
 Full face mask   
 First Aid Kit   
 Headlight   
 Gloves   
 Fire extinguisher   
 Eye wash   
 Hard Hat   
 Safety Glasses   
 Ear muffs/plugs   
 H&S cones/signs

### Consumables

Yellow slip signs   
 Contractor Induction cards   
 Laser measure   
 Tape measure   
 Pens   
 Pad   
 Current price list   
 Calculator   
 Light bulb   
 Smoke alarms   
 Dry sponges

### Window Equipment

Blue waste bin   
 Window blade   
 Hose   
 Extendable pole   
 Filter system   
 Window woolie   
 Step ladder   
 Spill kit   
 Full ladder   
 Curtain hooks   
 Curtain tags   
 Window trough   
 Fibre pole   
 Micro fibre pads   
 Brush & shovel set   
 Multi box (orange)   
 White rag bag   
 White window rags   
 Blue rag bag   
 Tap connectors   
 Hose splitter



CLEANING IT ALL - CLEANING IT RIGHT!



# Check list Vans Cleaning Van

Date 04-05-2018  
Van Rego KTL 777  
Milage Now \_\_\_\_\_  
Service Due 21700

Driver Alex Van # 37  
Rego Due Date 28-08-18  
Diesel KM Due 200615  
WOF Due 15-03-2019

### Vehicle

Tyre Pressure(44 PSI)last checked   
Water last checked   
Oil last checked

### Products

- Advanced heavy duty oven cleaner
- Oven blast and grill cleaner
- Easy off oven cleaner
- Easy off fume free oven cleaner
- Methylated spirits
- OCS streak free glass cleaner
- Sunlight dishwashing liquid
- Multi
- Jiff cleaner
- Pro Spice cleaner
- Wall cleaner
- Wipe out
- View quick
- Bleach
- Stainless steel polish
- Atomic

### Tools

- Silver ladies
- Stainless steel scourers
- Green hand pad scrubbers
- Gloves
- Scrubbers
- Rubbish bags
- Mop
- Vacuum cleaner
- Bucket

### Mould Kit

- Plastic
- Yellow Tape (low tack)

Check roof rack is tight!

### PPE

- Safety suits
- Full face mask
- First Aid Kit
- Headlight
- Gloves
- Fire extinguisher
- Eye wash
- Hard Hat
- Safety Glasses
- Ear muffs/plugs
- H&S cones/signs

### Consumables

- Yellow slip signs
- Contractor Induction cards
- Laser measure
- Tape measure
- Pens
- Pad
- Current price list
- Calculator
- Light bulb
- Smoke alarms
- Dry sponges

### Window Equipment

- Blue waste bin
- Window blade
- Hose
- Extendable pole
- Filter system
- Window woolie
- Step ladder
- Spill kit
- Full ladder
- Curtain hooks
- Curtain tags
- Window trough
- Fibre pole
- Micro fibre pads
- Brush & shovel set
- Multi box (orange)
- White rag bag
- White window rags
- Blue rag bag
- Tap connectors
- Hose splitter



CLEANING IT ALL - CLEANING IT RIGHT!



### Check list Vans Carpet Van

Date 4/5/18  
 Van Rego JMN 801  
 Milage Now 97661 km  
 Service Due 103100 km

Driver Nathan Van # 25  
 Rego Due Date 4/12/18  
 Diesel KM Due -  
 WOF Due 3/12/18

#### Vehicle

Tyre Pressure(44 PSI)last checked \_\_\_\_\_  
 Water last checked \_\_\_\_\_  
 Oil last checked \_\_\_\_\_

#### Mould Kit

Plastic   
 Yellow Tape (low tack)

#### Products

##### Carry Sprays

- Spot Remover
- Red Alert
- Eraser
- Thrasher
- ITE
- Brown Out
- DI sprayer
- DI powder
- Rust Remover

##### Other Products

- CCP
- Milgo
- Lavendoria
- Defoamer
- Neutraliser
- Aqua guard
- P.U.R.T
- Super charger
- Natural
- Spot remover cans x 4
- Apple cinnamon x 2

#### PPE

- Safety suits
- Full face mask
- First Aid Kit
- Gloves
- Fire extinguisher
- Eye wash
- Hard Hat
- Safety Glasses
- Ear muffs/plugs
- H&S cones/signs

#### Consumables

- Yellow slip signs
- Contractor Induction cards
- Laser measure
- Tape measure
- Pens
- Pad
- Current price list
- Calculator
- Rubbish bags

#### Equipment

- Powerbase
- Buffer
- Vacuum
- Extension cord
- Funnel
- White bucket
- Blue bin x 2
- Spill kit
- Plastic squares
- Poly blocks
- Hydro force
- Wand
- Rake
- Brush & shovel set
- Spare hose
- Hose joiner
- Short ladder
- Multi box (orange)
- Blue hose
- Protection bottle
- Upholstery tool

#### Stain Removal Kit

- Stain out A
- Stain out B
- Stain out neutraliser
- Ink Remover
- Solvent spotter gel
- Ink tool
- Jug
- 2 x P.U.R.T canisters
- Garment steamer

#### Flood Tool Kit

- Flat head screw driver
- Square head screw driver
- Philips screw driver
- Crescent
- Carpet Lifter
- Crow Bar
- Knippers
- Head Light
- Craft knife
- Hydrometer
- Moisture meter

## Check list Vans

### Spouting Van

Date 4-05-18  
 Van Rego EPQ579  
 Milage Now 237,000 km  
 Service Due 245,000 km

Driver Cory Van # 29  
 Rego Due Date 20-12-18  
 Diesel KM Due 245,000 km  
 WOF Due 20-01-2019

#### Vehicle

Tyre Pressure(44 PSI)last checked 3/5  
 Water last checked 3/5  
 Oil last checked 3/5

#### Mould Kit

Plastic   
 Yellow Tape (low tack)

#### Products

**Carry Sprays**

- Spot Remover
- Red Alert
- Eraser
- Thrasher
- ITE
- Brown Out
- DI sprayer
- DI powder
- Rust Remover

**Other Products**

- CCP
- Milgo
- Lavendoria
- Neutraliser
- Aqua guard
- P.U.R.T
- Super charger
- Natural
- Spot remover cans x 4
- Apple cinnamon x 2

#### PPE

- Safety suits
- Full face mask
- First Aid Kit
- Headlight
- Gloves
- Fire extinguisher
- Eye wash
- Hard Hat
- Safety Glasses
- Ear muffs/plugs
- H&S cones/signs

#### Consumables

- Yellow slip signs
- Contractor Induction cards
- Laser measure
- Tape measure
- Pens
- Pad
- Current price list
- Calculator
- Rubbish bags

#### Stain Removal Kit

- Stain out A
- Stain out B
- Stain out neutraliser
- Ink Remover
- Solvent spotter gel
- Ink tool
- Jug
- 2 x P.U.R.T canisters
- Garment steamer

#### Flood Tool Kit

- Flat head screw driver
- Square head screw driver
- Philips screw driver
- Crescent
- Carpet Lifter
- Crow Bar
- Knipppers
- Craft knife
- Hydrometer
- Moisture meter

**NO SCREW DRIVER**

#### Equipment

- Powerbase
- Buffer
- Vacuum
- Extension cord
- Funnel
- White bucket
- Blue bin x 2
- Spill kit
- Plastic squares
- Poly blocks
- Hydro force
- Wand
- Rake
- Brush & shovel set
- Spare hose
- Hose joiner
- Short ladder
- Multi box (orange)
- Blue hose
- Protection bottle
- Upholstery tool

## Check list Vans

### Spouting Van

Date 2/15/18  
 Van Rego 1215672  
 Milage Now 79009  
 Service Due NOW

Driver TM Van # 34  
 Rego Due Date \_\_\_\_\_  
 Diesel KM Due \_\_\_\_\_  
 WOF Due 12/18

#### Vehicle

Tyre Pressure(44 PSI)last checked 1  
 Water last checked FLCS  
 Oil last checked LASLK

#### Mould Kit

Plastic   
 Yellow Tape (low tack)

#### Products

##### Carry Sprays

Spot Remover   
 Red Alert   
 Eraser   
 Thrasher   
 ITE   
 Brown Out   
 DI sprayer   
 DI powder   
 Rust Remover

##### Other Products

~~CCP~~   
 Milgo   
 Lavendoria   
 Neutraliser   
 Aqua guard   
 P.U.R.T   
 Super charger   
 Natural   
 Spot remover cans x 4   
 Apple cinnamon x 2

#### Stain Removal Kit

Stain out A   
 Stain out B   
 Stain out neutraliser   
 Ink Remover   
 Solvent spotter gel   
 Ink tool   
 Jug   
 2 x P.U.R.T canisters   
~~Garment steamer~~

#### Flood Tool Kit

Flat head screw driver   
 Square head screw driver   
 Philips screw driver   
 Crescent   
 Carpet Lifter   
 Crow Bar   
 Knippers   
 Craft knife   
 Hydrometer   
 Moisture meter

#### PPE

Safety suits   
 Full face mask   
 First Aid Kit   
 Headlight   
 Gloves   
 Fire extinguisher   
 Eye wash   
 Hard Hat   
 Safety Glasses   
 Ear muffs/plugs   
 H&S cones/signs

#### Consumables

Yellow slip signs   
 Contractor Induction cards   
 Laser measure   
 Tape measure   
 Pens   
 Pad   
 Current price list   
 Calculator   
 Rubbish bags

#### Equipment

Powerbase   
 Buffer   
 Vacuum   
 Extension cord   
 Funnel   
 White bucket   
~~Blue bin x 2~~   
 Spill kit   
 Plastic squares   
 Poly blocks   
 Hydro force   
 Wand   
 Rake   
 Brush & shovel set   
 Spare hose   
 Hose joiner   
 Short ladder   
 Multi box (orange)   
 Blue hose   
 Protection bottle   
 Upholstery tool