UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS
WORKPLACE ADVISORY COMMITTEE

Minutes of Meeting No.01/2007 held on Thursday 8 March 2007 commencing at 1:30 pm in Bldg 39.150a.

PRESENT: Ms Angelina Panetta, Mr Mark Negendahl, Dr Ping Yu, Ms Kerrie Gamble, Mr Ian Laird and Ms Barbara Banyard, Mr Daniel Franklin, Mr Michael Milway and Dr Xiao-Ping Lu.

IN ATTENDANCE: Ms Casey Delaney.

1. PRELIMINARY BUSINESS
   1.1. Apologies, Leave of Absence
       Apologies were received for Ms Solveig Dewhurst and Ms Roslyn Causer Temby.
   1.2. Confirmation of the Minutes from Previous Meeting
       The minutes from the previous meeting of 2 November 2006 were confirmed.
   1.3. Business Arising from the Minutes
       Mr Ian Liard noted that representatives should nominate an alternate representative for when they are unable to attend meetings. This would ensure that information is passed along and meetings are productive.

       Action: Members of the WAC should nominate alternate representatives from their area to attend meetings.

2. WORKPLACE AUDIT/INSPECTION PLAN
3. OH&S TRAINING
   It was noted that Mr Michael Milway and Ms Kerrie Gamble had completed module two of the training and Ms Angelina Panetta and Dr Ping Yu had completed module one. Mr Daniel Franklin and Dr Ping Yu will need to complete module two Addressing Hazards and Risks in the Workplace and Ms Barbara Banyard will need to complete both module one and two when offered in 2007.

       Action: Ms Ping Yu, Mr Daniel Franklin and Ms Barbara Banyard to complete the above mentioned OH&S Training when offered in 2007.

4. DRAFT OH&S INDUCTION CHECKLIST ADDENDUM
   Mr Daniel Franklin reported that a number of safety issues and safe work practices had been identified in Building 6 G10. A sinking floor has been reported and logged as a trip hazard and the appropriate signage has been put in place. The plans have been put in place to address safe working procedures.

5. STUDENT REPRESENTATIVE REPORT
   No report was received as a member is yet to be elected. Mr Ian Laird noted that Engineering recruit HDR students to their Workplace Advisory Committee and that it may be helpful to get schools to send out SOLS messages when committee nomination are open.
Action: Ms Casey Delaney to arrange for the schools to send out an email to HDR Students if a WAC member isn't elected for 2007 - 2008.

6. OH&S STRATEGIC PLAN

6.1. WAC Cognos Reports
Mr Michael Negendahl reported that the OH&S unit is working on the relevant cube and more statistics have been added into the system. A role out date for when the system will be operational is yet to be announced.

6.2. SafetyNET Data
Mr Michael Negendahl reported that he had received a number of SafetyNET reports including problems with possums in the roof of Bldg 35. Buildings and Grounds have dealt with that problem by relocating the possums. A sinking floor problem in Bldg 6 was reported and the appropriate action has been taken. An injury from a field trip has also been reported and Mr Negendahl noted that there is a safety policy for field trips, see below: http://staff.uow.edu.au/ohs/workingsafely/fieldwork/index.html

7. UNIVERSITY OH&S COMMITTEE REPORT
- The WAC survey had been tabled at the Central WAC Meeting on 13 February 2007. If anyone would like to raise questions they will need to contact the OH&S Unit.
- The annual summary contained good information including that reduced injury claims and lost work claims have decreased. The OH&S Unit should be notified as soon as an injury occurs as the University has preferred medical practitioners who will give the most appropriate treatment on the same day of the injury. There have been six cases of workers compensation for 2006.
- A number of documents are currently being reviewed including the E-Tag policy, flow chart, dangerous goods and storage, and E-Procurement.
- The Work Cover audit will be conducted from 18 – 27 June, 2007 and a self audit will be conducted 14 – 16 March, 2007. The OH&S Unit will advise which areas will be audited and will assist with preparations.
- Two working parties have been formed to look at the Smoke Free Workplace and Alcohol Policies. Any comments can be directed to Mr Ian Liard.

8. OTHER BUSINESS
Ms Xiao-Ping Lu reported that a staff member in Bldg 15 had experienced health problems due to the drilling above his office. It was noted that the staff member should submit a report via SafetyNET.

Action: Ms Lu to arrange for colleague to submit a SafetyNET report regarding the effects of the Bldg 15 drilling.

DATE OF NEXT MEETING
The next meeting will be held on Thursday 3 May, 2007 in Bldg 39.150a

The meeting closed at 2:00 pm.
Ref: WAC 1/07 (CD)
23 March, 2007