The meeting noted that, as a result of the recent election, the Chair’s position was now vacant. Being the Dean’s nominee on the Committee, Ms Solveig Dewhurst assumed the Chair until a new Chair was determined.

A discussion ensued regarding the methodology of determining the Chair and the Committee, by unanimous agreement determined that, henceforth, the Chair of the Committee be the Dean’s nominee.

1. **PRELIMINARY BUSINESS**

   1.1. **Apologies, Leave of Absence**
       No apologies were received.

   1.2. **Confirmation of the Minutes from Previous Meeting**
       The minutes from the previous meeting were confirmed.

   1.3. **Business Arising from the Minutes**
       Ms Solveig Dewhurst welcomed the newly elected representatives to the meeting and noted that academic representatives will serve on the committee for one year and general staff to serve for two years; this strategy is designed to retain corporate memory on the Committee by only turning over half the committee every year.

2. **WORKPLACE AUDIT/INSPECTION PLAN**

   2.1. Ms Kerrie Gamble reported that Ms Sue Denny has not yet completed the First Aid training and will schedule the training at her earliest convenience.

   **Action:** Ms Sue Denny to attend First Aid training when offered in 2006.

   2.2. Ms Sarah Clark reported that the requested list of staff members qualified to do E-Tag inspections was forwarded to Ms Solveig Dewhurst and further noted that Workplace Audits / Inspections are to be conducted annually in low risk areas and bi-annually in high risk areas.
2.3. Mr Michael Milway reported that he and Ms Karen Williams would meet to discuss the progress of the Bldg 3 Lab and office inspections. Ms Sarah Clark noted that the OH&S Unit had recently updated the office inspection checklists so that they are more user friendly and more specific to each area and the activities undertaken therein.

**Action:**
1. Mr Michael Milway to speak to Ms Karen Williams with regards to the progress of the Bldg 3 inspections.
2. Ms Sarah Clark to forward the link to the Office Inspection Checklist to the WAC Committee.

2.4. Ms Solveig Dewhurst advised the Committee that Mr David Wilson for SITACS and Mr Peter Costigan for SMAS and SECTE are qualified to conduct E-Tag checks. Mr Michael Milway and Ms Roslyn Causer-Temby questioned if Mr David Moore and Mr Steve Petrou would be qualified to conduct E-Tag inspections given their background and qualifications.

**Action:**
1. Ms Roslyn Causer-Temby to speak to Mr Steve Petrou with regards to his E-Tag qualifications.
2. Mr Michael Milway to speak to Mr David Moore with regards to his E-Tag qualification.
3. Ms Solveig Dewhurst to brief Ms Angelina Panetta regarding the regular workplace audit/inspection plan.

3. OH&S TRAINING

It was noted that Mr Michael Milway, Ms Ping Yu, Mr Daniel Franklin, Angelina Panetta, Kerrie Gamble, and Xiao Ping Lu will need to complete OH&S Principles for Workplace Advisory Committee Members course when offered in 2006.

**Action:** Mr Michael Milway, Ms Ping Yu, Mr Daniel Franklin, Kerrie Gamble, Angelina Panetta and Xiao Ping Lu to complete the above mentioned OH&S Training ASAP.

4. DRAFT OH&S INDUCTION CHECKLIST ADDENDUM

Mr Daniel Franklin reported that the SECTE OH&S Committee had progressed by:
- formalising procedures and terms of reference;
- setting up monthly inspections of student projects;
- ensuring students read safety procedures and signing documentation annually;
- being in the process of organising times and dates for lab and office inspections and noted that he would speak to A/Prof Golshah Naghdy with regards to the background of the OH&S Induction Checklist Addendum.

**Action:** Mr Daniel Franklin to seek clarification from A/Prof Golshah Naghdy of the OH&S Induction Checklist Addendum.

5. STUDENT REPRESENTATIVE REPORT

No report was received as a member is yet to be elected.

6. OH&S STRATEGIC PLAN

6.1. **WAC Cognos Reports**

Ms Solveig Dewhurst reported that this item could not be progressed until the
Cognos OH&S cube data was updated. Ms Sarah Clark advised that implementation is expected to be completed by end June.

7. **UNIVERSITY OH&S COMMITTEE REPORT**

Ms Sarah Clark reported that:

- Ms Cathy Clark from the OH&S unit has created a new online system called *Safety Net: Report an Injury/Hazard*
- this report form automatically populates personal details and will create an automatic email to the appropriate supervisor which will reduce the delay in reporting time;
- that she could print off reports to gauge progress, and
- interested staff can attend a half hour training session in above system.

Ms Solveig Dewhurst questioned how the system generated supervisor’s information for academic staff and asked if Ms Sarah Clark could bring an example of a report to the next meeting.

**Action:**

1. Ms Sarah Clark to clarify how the system identifies a supervisor for an academic staff member reporting an Injury/Hazard.
2. Ms Sarah Clark to table an example of an Incident/Hazard report at the next meeting.

8. **TITR STAFF REPRESENTATION ON THE WAC**

Ms Roslyn Causer-Temby advised that Prof Salim Bouzerdoum is aware that TITR needs to be represented by either the Informatics WAC or the SECTE OH&S Committee and will speak to Prof Rei Safavi-Naini with regards to the issue. Ms Solveig Dewhurst noted that Bldg 6, Bldg 4 and 114 House also need to be captured by the SECTE Sub Committee.

**Action:** Ms Roslyn Causer-Temby to seek clarification from Prof Salim Bouzerdoum with regards to TITR’s representation.

9. **OTHER BUSINESS**

9.1. **Non-Smoking Signs**

Ms Casey Delaney reported that signs have been approved by the OH&S Unit and that we are currently waiting for Buildings and Grounds to erect them.

**Action:** Ms Sarah Clark to organise the erection of non-smoking signage on all three entrances of building 3.

9.2. **Bldg 3 First Aid Officer**

It was noted that the First Aid stickers had not yet been relocated.

**Action:** Ms Casey Delaney to update the location of current stickers to the corridor outside the Student Enquiry Centre reflecting the change in First Aid Officer duties on that floor of building 3.

9.3. **Any Other Business**

**Sewerage flush out**

Previous member, Ms Gene Awzyio previously noted that Buildings and Grounds flushed out sewerage onto the building 3 car park due to a toilet
blockage and further noted that staff who work in the building and staff who park in the reserved parking spots did not receive notification of this work.

**Action:**
1. Ms Casey Delaney to send Buildings and Grounds an email to seek clarification of the situation and confirm due process to be applied to similar situations.
2. Ms Casey Delaney to remind Ms Gene Awyzio to submit an Incident Report regarding this concern.

10. DATE OF NEXT MEETING
To note that the next meeting is scheduled for Thursday 29 June commencing at 1:30pm in the faculty meeting room in Bldg 39.150A.

The meeting closed at 2:35pm.

Ref: WAC 2/06 (CD)
4 May, 2006