Minutes of Meeting No.03/2006 held on Thursday 29 June 2006 commencing at 1:30 pm in the Faculty Meeting Room Bldg 39/150A.

PRESENT: Ms Solveig Dewhurst, Ms Kerrie Gamble, Mr Michael Milway, Mr Daniel Franklin, Ms Angelina Panetta, Ms Pam Davy, Mr Ian Laird and Ms Sarah Clarke.

IN ATTENDANCE: Ms Casey Delaney.

1. PRELIMINARY BUSINESS
   1.1. Apologies, Leave of Absence
        Apologies were received for Ms Roslyn Causer-Temby.
   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 Sarah Clarke reported that she will be leaving the University and that Ms Cathie Andrew will be replacing her on the Informatics WAC.

2. WORKPLACE AUDIT/INSPECTION PLAN
   2.1. Ms Kerrie Gamble reported that Ms Sue Denny has resigned from the University and that she will find a replacement SMAS representative to become the First Aid Officer.

   Action: Ms Kerry Gamble to advise the WAC of a replacement First Aid Officer for SMAS.

   2.2. Mr Michael Milway reported he had not met with Ms Karen Williams to discuss the progress of the Bldg 3 Lab and office inspections.

   Action: Mr Michael Milway to speak to Ms Karen Williams with regards to the progress of the Bldg 3 inspections and report to the committee.

   2.3. Mr Michael Milway advised the Committee that Mr David Moore is qualified to conduct E-Tag inspection along with Mr David Wilson for SITACS. Mr Daniel Franklin advised that Mr Steve Petrou is qualified to conduct E-Tag inspections along with Mr Peter Costigan for SMAS and SECTE. The Committee further recommended that SMAS complete E-Tag inspections ASAP and that the other Schools complete E-Tag inspections in conjunction with OH&S inspections.

   2.4. Ms Solveig Dewhurst reported that she had briefed Ms Angelina Panetta on the regular workplace audit/inspection plan.

3. OH&S TRAINING
   It was noted that Mr Michael Milway and Ms Kerrie Gamble had completed module one of the training but are yet to complete module two, Ms Angelina Panetta has completed
module two and that Ms Ping Yu, Mr Daniel Franklin, and Dr Xiao Ping Lu will need to complete both modules of the 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 when offered in 2006.

4. **DRAFT OH&S INDUCTION CHECKLIST ADDENDUM**
   Mr Daniel Franklin reported that the SECTE OH&S Committee had not met since the last WAC meeting but Mr Franklin had spoken to Mr Steve Petrou and A/Prof Golsha Naghdy and noted the following:
   - procedures have been worked out but are not documented;
   - 2nd, 3rd and 4th year projects are being connected to 240 volts, visually inspected and E-Tag inspected;

   **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 Clarke advised that it’s still being worked on and will notify committee when it’s implemented.

   **Action:** Ms Cathie Andrew to report when Cognos is available.

7. **UNIVERSITY OH&S COMMITTEE REPORT**
   Ms Sarah Clarke reported that the new online system called Safety Net: Report an Injury/Hazard populates to the Head of School for all academic staff or otherwise the supervisor section is left blank so that the academic staff member is able to type in their most appropriate supervisor. Ms Clarke had printed off an example of a report for the committee’s info.
   Mr Ian Laird reported:
   - that the central committee have concerns with regards to the availability of the online system, Safety Net: Report an Injury/hazard;
   - safe purchasing guidelines are being looked at with regards to risk assessment and noted that work is being undertaken to ensure that actual checking is being carried out. An update will be given at the July meeting;
   - a Work Cover audit has been conducted and the claim management system is trying to encourage an early return to work by putting staff on light duties and ensuring that another check has been done after four weeks of work;
   - the central committee is in the process of updating its terms of reference for the WAC’s and if anyone has any issues to notify Mr Ian Laird. Solveig further noted that the Informatics WAC membership has been altered so that half the committee turns over every year so that corporate memory isn’t lost.
**Action:** Mr Ian Laird to raise the Informatics WAC's concern that the online system, Safety Net: Report an Injury/hazard form, is only compatible with the browser, internet explorer and PC’s, at the central committee.

8. **TITR STAFF REPRESENTATION ON THE WAC**
   No report was received as Ms Roslyn Causer-Temby as she was not in attendance.

   **Action:** Ms Roslyn Causer-Temby to seek clarification from Prof Salim Bouzerdoum with regards to TITR’s representation on the Informatics WAC or the SECTE OH&S Committee.

9. **OTHER BUSINESS**

   9.1. **Non-Smoking Signs**
   Ms Sarah Clarke reported that Ms Angelina Panetta, David Lowe and herself would meet to determine appropriate areas to place the signs.

   **Action:** Ms Angelina Panetta to report on the progress of the erection of non-smoking signage on the entrances of building 3.

   9.2. **Bldg 3 First Aid Officer**
   Ms Casey Delaney reported that the First Aid stickers had been relocated to the Informatics Student Enquiry Centre.

   9.3. **Any Other Business**
   **Sewerage flush out**
   Ms Casey Delaney reported that she had sent Ms Gene Awyzio an email to encourage her to submit an incident report with regards to the sewerage flush out, but no action was taken. Ms Casey Delaney also noted that she had contacted Buildings and Grounds to seek clarification of the correct procedure and was advised that “if it’s not an emergency users of the building should and will be notified of any work.”

10. **DATE OF NEXT MEETING**
    To note that the next meeting is scheduled for Thursday 3 August commencing at 1:30pm in the faculty meeting room in Bldg 39.150A.

    The meeting closed at 2:10 pm.

Ref: WAC 3/06 (CD)
5 July, 2006