UNIVERSITY OF WOLLONGONG  
FACULTY OF INFORMATICS  
WORKPLACE ADVISORY COMMITTEE

Minutes of Meeting No.04/2006 held on Thursday 3 August 2006 commencing at 1:30 pm in the Faculty Meeting Room Bldg 39/150A.

PRESENT: Mr Michael Milway, Mr Daniel Franklin, Ms Angelina Panetta, Ms Xiao-Ping Lu, Ms Cathie Andrews, Ms Roslyn Causer-Temby and Dr Ping Yu.

IN ATTENDANCE: Ms Casey Delaney.

1. PRELIMINARY BUSINESS
   1.1. Apologies, Leave of Absence
        Apologies were received for Ms Solveig Dewhurst and Ms Kerrie Gamble.
   1.2. Confirmation of the Minutes from Previous Meeting
        The minutes from the previous meeting were confirmed.
   1.3. Business Arising from the Minutes

2. WORKPLACE AUDIT/INSPECTION PLAN
   2.1. Ms Kerrie Gamble was absent from the meeting and was unable to report the progress of finding a replacement First Aid Officer for SMAS
        
        Action: Ms Kerry Gamble to advise the WAC of a replacement First Aid Officer for SMAS.

   2.2. Mr Michael Milway reported he and Ms Karen Williams had inspected building 3 labs. Mr Milway noted that chairs in the labs needed to be replaced and he is in the process of ordering 100. Ms Cathie Andrews added that the Jazz Style is a better quality model. Mr Milway further noted that he is looking to get chairs added to the equipment budget.
        
        Action: Mr Michael Milway to report the progress of the chair purchase to the Committee.

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. It was noted that an alternative to module two is “Addressing Hazards and Risks in the Workplace “ and is available on Tuesday 24 October, 2006 for staff who have not completed it. It was further noted that 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 2006/2007.
        
        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 2006/2007.
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.

**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 Cathie Andrews reported that the system is still being worked on and a solution should be available by next month.

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

7. **UNIVERSITY OH&S COMMITTEE REPORT**
   - Ms Cathie Andrews reported that early reporting of Hazards and Incidents were reducing time lost for staff returning to work and workers compensation claims so it appears that we are keeping workers safer.
   - Ms Andrews further reported that she would locate an email with the Safety Net: Report Injury/hazard form compatibility and forward it onto the Committee.
   - No report was received from Mr Ian Laird as he was not in attendance.

**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**
Ms Roslyn Causer Temby reported that Ms Barbara Banyard from TITR would be a representative on both the Informatics WAC and the SECTE OH&S Committee. Ms Causer-Temby noted that Ms Banyard could stand in for Mr Daniel Franklin if needed to disseminate information at either committee.

9. **OTHER BUSINESS**
   9.1. **Non-Smoking Signs**
Ms Angelina Panetta reported that Ms Sarah Clarke, Mr David Lowe and Ms Casey Delaney had met to determine appropriate areas to place “No smoking” signs. Ms Panetta further noted that a current sign would be replaced with a "No smoking within 10m" and that the ashtray at the building 3 entrance will be removed and relocated to down stairs under the covered area of building 3.

**Action:** Ms Casey to report on the progress of the relocation and erection of the no-smoking signage and ashtray at the entrances of building 3.
DATE OF NEXT MEETING
To note that the next meeting is yet to be confirmed. The Committee will be notified in due time.

The meeting closed at 2:30 pm.

Ref: WAC 4/06 (CD)
11 August, 2006