Minutes of Meeting No.06/2006 held on Thursday 2 November 2006 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,
IN ATTENDANCE: Ms Casey Delaney.

1. PRELIMINARY BUSINESS
   1.1. Apologies, Leave of Absence
        Apologies were received for Ms Solveig Dewhurst.
   1.2. Confirmation of the Minutes from Previous Meeting
        The minutes from the previous meeting were confirmed subject to alteration of Ms Barbaba Banyard added to the attendance.
   1.3. Business Arising from the Minutes

2. WORKPLACE AUDIT/INSPECTION PLAN
   2.1. Mr Ian Laird noted that SMAS would need to appoint a First Aid officer and the person nominated would need to be advised of the First Aid officer's allowance.

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. It was noted that 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
   No report was received from Mr Daniel Franklin as he was absent from the meeting.

Action: Mr Daniel Franklin to provide feedback on the Bldg 6 inspection.

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
        Mr Michael Negendahl reported that the unit working on the cube had appointed more members and it should be ready by the end of the year or early next year.
6.2. **SafetyNET Data**  
Mr Michael Negendahl reported that he had received a number of SafetyNET reports, the majority being hazards associated with workstation ergonomics. Mr Negendahl further noted that staff need to be encouraged to use the online reporting tool SafetyNET and he would be happy to conduct training sessions if anybody is interested.

**Action:** Mr Michael Negendahl to circulate current SafetyNET reports to the Committee.  
Mr Michael Negendahl to provide incident/hazard reports from SafetyNET to Ms Casey Delaney to be included as an item for every agenda, as recommended by Mr Ian Laird.

7. **UNIVERSITY OH&S COMMITTEE REPORT**  
- Mr Michael Negendahl reported that the WAC terms of reference have been addressed and changes are going to the management committee for approval. Changes to the terms of reference include clarification of the wording related to representation on the OH&S Committee.
- Mr Negendahl reported that the alcohol policy and safe work procedures have had been updated and to note that changes have been administrative and not substantive.
- Presentation from Michael at schools first meeting on using the OH&S incident reporting system.
- Mr Ian Laird reported that the OHS constitution is due to be reviewed and in due course the web document will be updated. Mr Laird further noted that the OH&S Committee had conducted a six monthly inspection of the campus grounds and some common teaching areas.

8. **OTHER BUSINESS**

**DATE OF NEXT MEETING**  
To note that the next meeting of the will be advised when the 2007 meeting schedule is released.

The meeting closed at 1:50 pm.

Ref: WAC 6/06 (CD)  
13 December, 2006