UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS
WORKPLACE ADVISORY COMMITTEE

Minutes of Meeting No.01/2003 held on Thursday 27 February, 2003
commencing at 1.30 pm in 39.150A.

PRESENT: Ms R Causer-Temby, Ms S Dewhurst, Dr X-P Lu,
Mr L Ohlbach (Chair), Ms C Silveri and Ms K Williams.

IN ATTENDANCE: Ms G Portscher

1. PRELIMINARY BUSINESS
   1.1. Apologies, Leave of Absence
   Apologies were received from Ms G Awyzio, Mr M Herrera and
   Mr D Smith.
   It was noted that A/Professor G Naghdy is on study leave for
   Autumn Session.

   1.2. Confirmation of the Minutes from Previous Meeting held on
   21 November, 2003
   The minutes of the previous meeting held on 21 November, 2003
   were confirmed.

   1.3. Business Arising from the Minutes
   There was no business arising from the minutes.

2. STARRING OF ITEMS FOR DISCUSSION
   The full agenda was starred.

3. WORKPLACE AUDIT/INSPECTION PLAN
   It was reported that the inspection process is still in progress and will be
   completed by the next meeting on 15 May, 2003. The audit plan will also
   be provided at this meeting.

   Action: Les Ohlbach, in conjunction with Darren Smith and Brian Webb
   to provide audit plan and update on the inspection plan
   progress, specifically the public places and the high risk areas of
   Bldg 3 and 39.

4. FIRST AID OFFICER – BUILDING, AREA AND FACULTY
   It was noted that Ms Kristine Sheridan had completed her First Aid Officer
   qualifications and that Ms Gina Portscher is to redo her First Aid
   qualifications training for Level 1 of Building 3.

   Action: Karen Williams to organise First Aid symbols on doors and staff
   directory noticeboards.
   The issue of First Aid officers in Building 15 was raised.

   Action: Carolyn Silveri to enquire regarding nominated First Aid officers
   for Building 15.
5. **OH&S NOTICEBOARDS**  
It was reported that this is currently in train. A short-term solution was to follow up the availability of spare boards in Bldg 3 (Karen Williams) and Bldg 35 (Roslyn Causer-Temby).

**Action:** Les Ohlbach to follow up with Darren Smith.

6. **DRAFT OH&S INDUCTION CHECKLIST**  
The revised checklist was noted.

**Resolution WAC 01/03**  
It was resolved that the checklist be taken to the Faculty Executive Committee with the addendum Safety Inspection and Responsibility of In-house Designed Student Projects and Equipment to be submitted by A/Professor Golshah Naghdy when she returns from study leave.

7. **OTHER BUSINESS**

7.1 **Maximum Working Temperatures**  
It was noted that this item has been forwarded to the Faculty Executive Committee.

7.2 **BHP Workshops Safety**  
It was noted that ISEM are continuing to apply the University OH&S Management System to improve workplace safety.

7.3 **Building 14 Exits**  
It was noted that Building 14 exits were inspected and found to be unlocked and in good working order.

7.4 **Security Phones at Entry of Buildings 3 and 35**  
Security’s advice that these phones are located in their current positions to ensure the safety of people requesting night escorts was noted.

It was raised that the current location did not provide access for people with disabilities.

**Action:** Karen Williams to send an email request to Security to ask for phone in Bldg 3 to be relocated to Eastern Entrance and phone in Bldg 35 to be relocated before the stairs.

7.5 **Leaves Over Steps Outside Building 3**  
It was noted that the stairs were inspected and the leaves removed. It was further noted that users should monitor the stairs and report to Buildings & Grounds if the situation recurs.

7.6 **WAC Survey**  
It was noted that the above survey needs to be completed and submitted on-line.

**Action:** Les Ohlbach to complete and submit WAC survey.

7.7 **New Hazard and Incident Report Forms**  
It was noted that the above new forms are available at [http://www.uow.edu.au/admin/personnel/ohs/ihm.html](http://www.uow.edu.au/admin/personnel/ohs/ihm.html) and that awareness sessions will be available in March to all staff, specifically First Aiders, WAC representatives and Supervisors.
7.8 **Incoming Correspondence**

7.8.1 **Hazard Forms**
The two hazards forms from Professor J Seberry and Dr L Dunn regarding heat in Building 39 were noted.

7.8.2 **Incident Report Form**
The above form received from Ms C Delaney was noted.

**Action:** Solveig Dewhurst to contact Darren Smith and ask if he can provide an analysis of data with regard to Hazard and Incident Report forms lodged.

7.9 **University OH&S Committee Representative**
The Committee congratulated Karen Williams on her recent election to the University OH&S Committee as NTEU representative.

8. **DATE OF NEXT MEETING**
It was noted that the next meeting will be on 15 May and the remaining meeting on 18 September. Both meetings will be held in 39.150A.

The meeting closed at 2.25 pm.

Signed as a true record

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Mr Les Ohlbach, Chair

Ref: WAC 1/03 (GP)
5 March, 2003