Minutes of Meeting No.01/2004 held on Thursday 5 February, 2004 commencing at 1.30 pm in the Faculty Meeting Room, Building 39, Room 150A.

PRESENT: Ms G Awyzio, Ms R Causer-Temby, Ms S Dewhurst, A/Professor G Naghdy, Mr L Ohlbach (Chair), Ms C Silveri, Mr D Smith, Mr B Webb and Ms K Williams.

IN ATTENDANCE: Ms K Oborn.

1. PRELIMINARY BUSINESS
   1.1. Apologies, Leave of Absence
        Apologies were received from Ms M Khaper.
   1.2. Confirmation of the Minutes from Previous Meeting held on 30 October, 2003
        The minutes of the previous meeting held on 30 October, 2003 were confirmed.
   1.3. Business Arising from the Minutes
        There was no business arising from the minutes.

2. STARRING OF ITEMS FOR DISCUSSION
   Item 14 was starred.

3. WORKPLACE AUDIT/INSPECTION PLAN
   Electronic copies of the floor plans requested from Buildings and Grounds have not yet been received. It was suggested that a copy of the floor plan for Building 4 which accommodates TITR also be requested.
   Initial generic checklists have been compiled for each building and it is expected that any peculiarities will be added as they are identified.
   Action: Les Ohlbach to draft Inspection Schedules and checklists by next meeting.

4. FIRST AID OFFICER – BUILDING, AREA AND FACULTY
   Karen Williams has not received any requests for additional First Aid symbols and assumes that all signage is currently satisfactory.
   Solveig Dewhurst requested a sign for Kristine Sheridan's office door.
   Action: Karen Williams to requisition signage for door.
It was reported that the area of Building 39 occupied by Faculty does not have a First Aid Officer’s location listing.

**Action:** Karen Williams to requisition signage for Faculty foyer in Building 39.

5. **OH&S NOTICEBOARDS**

It was reported that, due to the refurbishment of Building 15, the installation of the OH&S noticeboard has been delayed until the completion of work.

The installation of the OH&S noticeboard in Building 3 has taken place; Les Ohlbach and Chris Bray have keys.

6. **DRAFT OH&S INDUCTION CHECKLIST ADDENDUM**

A/Professor Golshah Naghdy reported on Safety Inspection and Responsibility of In-house Designed Student Projects and Equipment. This has been a problem in SECTE and Head of School has decided that a working group (including technical staff) should be formed to draft procedures for student projects. There are a number of issues: must have a qualified electrician with an inspection contract; allocation of time; and allocation of resources. A/Professor Naghdy stressed that for safety reasons, procedures must be in place prior to this years’ Trade Fair.

Gene Awyzio posed the question of whether all students’ work should be inspected prior to plugging into the electricity mains.

Solveig Dewhurst suggested that there may be other Faculties who already have guidelines in place which can be used as a basis for developing specific guidelines for Informatics Faculty use.

**Action:** Darren Smith to send to A/Professor Naghdy any guidelines which are currently in place.

7. **INFORMATICS – BLACK OUT PROCEDURES**

It was decided that kit boxes containing blackout emergency items and safety equipment would be assembled and issued to Faculty Building Wardens.

**Action:** Les Ohlbach to organise and distribute the kits.

8. **NORTEL OBSERVER**

Russell Langford was contacted prior to WAC meeting 9 February, but indicated that he had prior arrangements and may not be able to make the meeting.

**Action:** Les Ohlbach to supply WAC Secretary with contact details for Russell Langford to apprise him of WAC Committee meeting dates.

9. **NO SMOKING SIGNS**

It was noted that a job request has been logged with Buildings & Grounds to arrange fixed bins at the ground floor entrance of Building 3.
10. **MICROWAVES**
Darren Smith reported that, according to Work Cover, annual testing of microwaves is not necessary unless a microwave has been damaged in some way. Further details can be obtained from the OH&S Radiation and Safety Web Page:


Action: Les Ohlbach to investigate the possibility of developing a policy to outline the life expectancy of a microwave and for replacement on a regular basis.

11. **UNIVERSITY OH&S COMMITTEE REPORT**
There was no report.

12. **MEMBERSHIP – TERMS OF OFFICE**
Solveig Dewhurst spoke to the OH&S Consultation Arrangement outlining:

- reasons for the expiry of Terms of Office for current members and explained the process to be followed to fill positions for the next term of two years. Solveig felt that the Consultation Arrangement document was unclear in some areas and asked Darren Smith if he could provide some clarification.

Action: Darren Smith to revise the OH&S Consultation Arrangement and provide the committee with clarification on a number of items particularly Terms of Reference and membership.

- that the Faculties of Informatics and Engineering form Group 3 which is to provide a representative to the central OH&S Committee.

Action: To hold over until new representatives are elected.

It was further noted that WAC is to meet six times per year in line with other University committees.

13. **STUDENT REPRESENTATIVE REPORT**
There was no report.

14. **OTHER BUSINESS**

14.1. **Security Phones at Entry of Buildings 3 and 35**
Karen Williams reported that the request made to relocate security phones to Eastern Entrance Building 3 and before the stairs in Building 35 has still not been executed.

Action: Karen Williams to follow-up with Buildings & Grounds the relocation of the security phones.

14.2. **Hazard and Incident Report Form** *(attached)*
The attached hazard form was noted. A requisition for replacement of striker plates on Level 1 of building 3 has been submitted.

14.3. **Construction Noise**
A/Professor Golshah Naghdy reported that a staff member located in Building 35 has complained of difficult working conditions due to construction noise.
The increase in potential hazards in Building 35 foyer during the refurbishment period, specifically relating to the location of the Coffee Cart, with the imminent commencement of Autumn Session was raised as a matter of concern.

Building 15 hazards were discussed. Darren Smith advised that a Hazard Report should be lodged whenever a hazard is identified.

Action: Darren Smith to liaise with appropriate people regarding the potential and evident hazards in buildings 14, 15 and 35.

14.4 SECTE Minutes – Noise Report
Solveig Dewhurst asked whether the problem of noise emanating from the Central Wiring Closet in Building 35 has been reported through the correct channels.

Ros Causer-Temby replied that she had reported the issue as per OH&S guidelines and that the person affected should also report the problem to OH&S Unit.

14.5. Brian Webb asked if there is a procedure to follow when fire alarms are triggered by water in the ceiling.

14.6. Brian Webb mentioned that there is a possibility that cleaning will be contracted out by the University and expressed concern about OH&S issues. It was agreed that the committee issue a statement of concern to Building and Grounds about the potential OH&S issues.

Action: The Chair to draft a statement of concern relative to the above items to be forwarded to Buildings and Grounds.

15. DATE OF NEXT MEETING
The next meeting will be held on 8 April in the Faculty Meeting Room (39.150A) commencing at 1.30pm.

The meeting closed at 2.45 pm.

Signed as a true record

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Mr Les Ohlbach (Chair)

Ref: WAC 1/04 (KO)
6 February 2004