UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS
WORKPLACE ADVISORY COMMITTEE

Minutes of Meeting No.02/2003 held on Thursday 15 May, 2003 commencing at 1.30 pm in the Faculty Meeting Room, Building 39, Room 150A.

PRESENT: Ms S Dewhurst, Ms M Khaper, Dr X-P Lu, Mr L Ohlbach (Chair), Mr D Smith, Dr D Stirling and Mr B Webb.

IN ATTENDANCE: Ms G Portscher

1. PRELIMINARY BUSINESS
1.1. New Member
The Committee welcomed the new WAC Committee student representative for 2003, Ms Michelle Khaper, and extended thanks to the outgoing student representative for 2002, Mr Mark Herrera for his contribution.

1.2. Apologies, Leave of Absence
Apologies were received from Ms R Causer-Temby, Ms C Silveri and Ms K Williams.

1.3. Confirmation of the Minutes from Previous Meeting held on 27 February, 2003
The minutes of the previous meeting held on 27 February, 2003 were confirmed.

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

2. STARRING OF ITEMS FOR DISCUSSION
Items 3, 5, 6.1, 7 and 7.3 were starred.

3. WORKPLACE AUDIT/INSPECTION PLAN
It was reported that the inspection process and the audit plan is still in progress.

Action: Frank Mikk from the School of Electrical, Computer and Telecommunications Engineering Workshop to provide list for public places and high risk areas of Bldg 35. (Les Ohlbach to action).

Action: Brian Webb to provide list for public places and high risk areas of Bldgs 4 & 6.

4. FIRST AID OFFICER – BUILDING, AREA AND FACULTY
This item has been forwarded to the next meeting.

Carolyn Silveri’s report (as attached to the agenda) that there are no designated First Aiders from the School of Mathematics and Applied
Statistics for Bldg 15 given the coverage by Physics and Geosciences was noted.

5. **OH&S NOTICEBOARDS**
   5.1 It was noted that three noticeboards would be required and located in Bldgs 3, 15 and 35.
   **Action:** Les Ohlbach to speak to the Dean with regard to funding of the noticeboards.

   5.2 It was noted that responsibility for maintaining currency of the board to be located in Bldg 3 would be undertaken by Gina Portscher. The Committee suggested that Ms C Silveri maintain the board to be located in Bldg 15 and Ms R Causer-Temby maintain the board to be located in Bldg 35.
   **Action:** Gina Portscher to approach Ms C Silveri and Ms R Causer-Temby about undertaking the maintenance of the respective noticeboards in their Buildings.

6. **DRAFT OH&S INDUCTION CHECKLIST**
   6.1. It was noted that both Faculty Executive and Faculty had ratified the OH&S Induction Checklist.

   6.2. It was noted that the addendum Safety Inspection and Responsibility of In-house Designed Student Projects and Equipment will be submitted by A/Professor Golshah Naghdy upon her return from study leave.
   
   It was further noted that it is the responsibility of the Heads of School to complete the checklist for both new and existing staff.
   **Action:** Solveig Dewhurst to construct an OH&S website on the Faculty’s web page and upload the addendum and minutes of meetings.

7. **OTHER BUSINESS**
It was suggested that a student report be included as a regular agenda item. Ms Michelle Khaper will speak to this item.

   **Action:** Gina Portscher to incorporate an agenda line item to accommodate the Student Report.

7.1. **Security Phones at Entry of Buildings 3 and 35**
This item has been forwarded to the next meeting.

7.2. **WAC Survey**
It was noted that the WAC survey was still to be completed due to the delay in obtaining training details of members.

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

7.3. **Hazard and Incident Report Forms**
   7.3.1 It was noted that the OH&S unit are currently in the process of producing an analysis of lodged forms. It was reported
that a neck and shoulder pain injury has been logged which is the result of an incorrect workstation setup.

**Action:** Gina Portscher to distribute a document outlining the 5 steps to setting up a workstation to all staff with a copy of the minutes.

**7.3.2** The completed hazard log as attached to the agenda dated 5 March was noted. It was reported that hazard logs which require attention by B&G are issued with a job request number. This is useful in ensuring that the hazard is addressed.

**Action:** Solveig Dewhurst to request a hook and eye on the door identified in the hazard log.

**7.4 University OH&S Committee Report**

It was suggested that Darren Smith provide a regular report to the meeting from the University OH&S Committee.

It was noted that items from the Faculty Workplace Advisory Committee that need to flow on to the University OH&S Committee should be marked for the attention of Julie Gray in the minutes. Darren Smith will thus ensure the minutes are passed on.

**7.5 Training Courses**

It was noted that the Career Development Unit offers a range of courses specifically tailored for Workplace Advisory Committee members.

**Action:** Solveig Dewhurst to determine next suitable CDU training course for Michelle Khaper to attend.

**8. DATE OF NEXT MEETING**

It was reported that, as a general rule, the Workplace Advisory Committee meets four times a year.

On this basis, the Workplace Advisory Committee meetings schedule for the remainder of the year was amended with the next meeting to be held on 31 July, 2003.

The meeting closed at 2.25 pm.

Signed as a true record

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Mr Les Ohlbach, Chair

Ref: WAC 2/03 (GP)

21 May, 2003