UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS
WORKPLACE ADVISORY COMMITTEE

Minutes of Meeting No.02/2004 held on Thursday 8 April, 2004 commencing at 1:30 pm in the Faculty Meeting Room, Building 39, Room 150A.

PRESENT: Ms G Awyzio, Ms S Dewhurst, Dr Xia Ping Lu, A/Prof Golshah Naghdy, Mr Les Ohlbach, Ms C Silveri, Mr B Webb, Ms K Williams.

IN ATTENDANCE: Ms M Brown

1. PRELIMINARY BUSINESS
   1.1. Apologies, Leave of Absence
       Apologies were received from Ms R Causer-Temby and Mr D Smith
   1.2. Confirmation of the Minutes from Previous Meeting held on 5 February, 2004
       The minutes of the previous meeting held on 5 February 2004 were confirmed.
   1.3. Business Arising from the Minutes
       It was noted that in point 14.6, regarding the contracting of cleaning that the minutes were misleading omitting the qualification of the OH&S concerns relating to cleanliness and hygiene standards, should the cleaning services be contracted out.

       Action: Les Ohlbach to distribute an email with corrected text.

2. STARRING OF ITEMS FOR DISCUSSION
   Items 7, 8 and 15 were starred.

3. WORKPLACE AUDIT/INSPECTION PLAN
   Les Ohlbach advised that it is not feasible to provide electronic copies of the floor plans as it requires the installation of expensive software onto computers. A set of hardcopy plans for each division was tabled along with a schedule of check areas. Parties to carry out the audit/inspection are to be nominated then a checklist of hazardous/high risk areas is to be determined. Dates for inspections are then to be scheduled. It was suggested that training is required.

       Action: Les Ohlbach to investigate the possibility of CDU conducting training prior to the first inspection in June.

4. FIRST AID OFFICER – BUILDING, AREA AND FACULTY
   Karen Williams provided Solveig with the signage for Kristine Sheridan’s office door. The sign for Faculty foyer in Building 39 is yet to be delivered.

5. DRAFT OH&S INDUCTION CHECKLIST ADDENDUM
A/Professor Golshah Naghdy advised that a working group has been formed and it is currently preparing draft procedures for the Safety Inspection and Responsibility of In-house Designed Student Projects and Equipment addendum to the Safety Induction Checklist.

**Action:** A/Professor Naghdy to provide the names of the members of the working group.

6. **INFORMATICS – BLACK OUT PROCEDURES**
Les Ohlbach suggested that the black out kits should consist of two torches, one large and one smaller as well as a lantern/desktop-type lamp. The next step is to purchase these and put them together into packs that should be left with Faculty Offices and School Offices. The kits should be checked periodically to ensure they are in operational order. Karen Williams is obtaining price lists for these items.

7. **NORTEL OBSERVER**
Solveig tabled an email from Glen Barclay from Nortel advising that no-one was available to attend this meeting. Russell Langford has been apprised of the Workplace Advisory Committee meeting dates for 2004.

8. **MICROWAVES**
Les Ohlbach advised that most of the microwaves in use at UOW are domestic grade appliances but are being used at a more commercial level. Les suggested that they should be replaced on a five yearly basis. To enable this to occur, each oven needs to be identified and aged somehow and this information should be recorded on a database. The WAC will advise schools re the suggested replacement schedule and it is then up to the school whether they replace the equipment or not.

**Action:** To advise Schools of the Committee’s recommendations that microwave ovens be replaced on a five-year basis.

9. **MEMBERSHIP – TERMS OF OFFICE**
9.1 It was noted that the meetings of the WAC have increased from three to six meetings this year.

9.2 Karen Williams advised that she has spoken with Darren Smith and suggested that she and Ian Laird in Engineering share the duties of the Group 5 representative on the University’s central OH&S Committee for a period of two years. The Committee ratified Karen’s involvement in this way.

10. **SECURITY PHONES AT ENTRY OF BUILDINGS 3 AND 35**
Karen Williams advised that she was having difficulty finding anyone on campus who will take responsibility for locating the phones. It was suggested that the University disability representative would be the best contact to pursue.

**Action:** Karen Williams to contact UOW Disability Officer to further this agenda item.

11. **CONSTRUCTION NOISE**
It was advised that the construction noise is more of a hazard now that Session is under way, creating difficulties for both lecturers and students in hearing. Cement dust is not being vacuumed away from the halls. It was suggested that hazard logs be completed daily and all staff should be encouraged to lodge them.

**Action:** Buildings and Grounds be advised of the Committee’s concern on the impact of noise and dust hazards produced by the ongoing work in buildings 15 and 14 on staff and students.

12. **SECTE MINUTES – NOISE REPORT**
   As above

13. **OTHER BUSINESS**
    Brian Webb suggested that as the frequency of meetings has increased, it would be a good idea to nominate alternate members who can attend meetings when the other nominee cannot. Some schools already have two members attending meetings and it was suggested that they may not wish to elect another member but schools that only have one member attending may wish to elect another member.

    **Action:** Solveig to consult Darren Smith as these nominations could have implications with University policies.

14. **DATE OF NEXT MEETING**
    The next meeting will be held on 20 May in the Faculty Meeting Room (39.150A) commencing at 1.30pm.

The meeting closed at 2.25pm

Ref: WAC 2/04 (MB)
8 April, 2004