UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS
WORKPLACE ADVISORY COMMITTEE

Minutes of Meeting No.01/2005 held on Thursday 10 February 2005 commencing at 1:30 pm in Building 3 Foyer meeting room.

PRESENT: Ms G Awzyio, Ms S Dewhurst, Mr E Farrell, Dr Xia Ping Lu, Ms R Causer-Temby, Ms C Silveri, Mr Brian Webb, Ms K Williams.

IN ATTENDANCE: Mr Ian Laird, Mr Darren Smith

1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
Apologies were received from A/Prof Golshah Naghdy.

1.2. Confirmation of the Minutes from Previous Meeting
The minutes of the previous meeting held on 25 November 2004 were confirmed.

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

2. WAC Chair
It was noted that Mr Les Ohlbach had resigned from the position as Chair of the Committee.

Ms Karen Williams was elected unopposed as the new Chair. Ms Williams to liaise with other WAC members to serve as alternate Chair when and as required.

The issue of Dean’s appointee was raised. The Committee determined that Mr Ohlbach’s resignation was not from the Committee and, therefore, remains on the Committee as the Dean’s nominee.

Action: Karen Williams to confirm with Les Ohlbach that above is correct.

3. WORKPLACE AUDIT/INSPECTION PLAN
It was noted that Brian Webb, Solveig Dewhurst and Golshah Naghdy had not yet attended OH&S Modules 1 and 2 training.

OH&S representative, Darren Smith, advised that these modules were offered through the CDU twice annually and that the above members enrol when the courses are advised by email.

4. FIRST AID OFFICER – BUILDING, AREA AND FACULTY
It was noted that Karen Williams has received the Fire Wardens and First Aid Officer signs from Buildings and Grounds for Building 39.

Action: Karen Williams to install signs in Building 39.
5. **DRAFT OH&S INDUCTION CHECKLIST ADDENDUM**

To receive an update from A/Prof Golshah Naghdy on the progress of the *In-house Designed Student Projects and Equipment* addendum to the OH&S Safety Induction Checklist.

*This item to lie on the table 'til next meeting.*

6. **INFORMATICS – BLACK OUT PROCEDURES**

It was noted that the lantern-type torches are now available and that Les Ohlbach has the requisite number the battery powered torches.

**Action:**
1) Karen Williams to arrange for delivery of lantern-type torches.
2) Karen Williams to liaise with Les Ohlbach re locating the battery powered torches.

7. **SECURITY PHONES AT ENTRY OF BUILDINGS 3 AND 35**

It was noted that the issue of the relocation of these security phones has been variously passed between Disability Services, Buildings & Grounds, and ITS with Disability Services ultimately advising that they will organise the relocation. It was further noted that this had not yet occurred.

**Action:** Solveig Dewhurst to sent a memo from the WAC to Disability Services requesting the relocation be effected, and to copy the memo to the central OH&S Committee.

8. **UNIVERSITY OH&S COMMITTEE REPORT**

It was noted that the December meeting discussed the draft Alcohol Policy which was currently in the Executive Unit and due to be tabled at the next OH&S Committee meeting.

**Action:** Ian Laird to table the document at the next WAC meeting.

9. **STUDENT REPRESENTATIVE REPORT**

9.1. **Draft Alcohol Policy**

Student Representative queried if the draft Alcohol policy related to students. The Committee queried whether students were consulted when the policy was drafted.

9.2. **OH&S Information for Students**

Student Representative noted that there were still broken chairs in the labs and whether OH&S information would be imparted to students at the commencement of session.

Darren Smith advised that OH&S information, including incident reports, would be made available on SOLS.

10. **SECTE MINUTES – NOISE REPORT**

It was noted that the SECTE noise issue had been resolved.

11. **OH&S STRATEGIC PLAN**

It was noted that the Dean’s nominee was charged with the responsibility of progressing the Faculty’s OH&S Strategic Plan and achieving its KPIs.
It was further noted that Les Ohlbach had progressed on this item. Karen Williams will seek an update report, in writing, from Les to be tabled at the next meeting.

**Action 1:** To clarify that Les Ohlbach is still the Dean’s nominee *(see item 2 above)*.

**Action 2:** Karen Williams to seek a written update report on the OH&S Strategic Plan.

### 12. OTHER BUSINESS

**11.1 Building 35 Issues**

*11.1.1 Insect and Rodent Infestation*

It was noted that confusion surrounded the status of this item.

**Action:** Ros Causer-Temby to clarify the status of this item.

**11.2 WAC Cognos Reports**

It was noted that Solveig Dewhurst is the Faculty Cognos contact and that it is up to the WAC to identify the types of reporting it requires. It was further noted that this would become more clear after the Module 3 training had been undertaken.

**Action:** Solveig Dewhurst to make time with Darren Smith to become familiar with this reporting tool.

**11.3 School OH&S Sub-committees**

It was noted that an outcome of the recently-held Faculty Planning Conference was that one school, SECTE, is looking at establishing a sub-committee to progress OH&S issues, specifically the safety audits.

### 13. DATE OF NEXT MEETING

To note that the meetings schedule is available on the web site. The next meeting is scheduled for Thursday 7 April commencing at 1:30pm in the Faculty Meeting Room (39/150A)

The meeting closed at 2.30pm.

Ref:  WAC 1/05 (SD)

10 February, 2005