FACULTY OF INFORMATICS
WORKPLACE ADVISORY COMMITTEE

Agenda of Meeting No. 1/2008 to be held on Thursday 27 March, 2008 commencing at 1:30pm in Meeting Room 8.G24.

- **Present:** Angelina Lonard (Chair), Kerrie Gamble, Peter Larkin, Ian Liard, Roslyn Causer-Temby, Lynne Clements

  **In Attendance:** Bridget Dijkmans-Hadley

1. **Preliminary Business**
   1.1 **Apologies, Leave of Absence**
      Apologies were received from Dr Ping Yu, Pam Davy, Ms Lori Duffey, Dr Xiao Ping Lu, Dr Parvis Doulai, Mr Michael Milway and Mr Peter Lennon

   1.2 **Confirmation of Minutes from previous meeting held 15 November 2007**
      The minutes from the previous meeting, held 15 November, were confirmed as being a true and accurate recording. (Moved by Roslyn Causer-Temby)

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

2. **HAZARDS & INCIDENTS REPORT**
   An email was sent by Darren Smith reporting on the SafetyNet system for this current year. To date the Faculty has 1 Loss Time Injury reported, which was a manual handling injury. Ian Liard reported that OHS are pushing for people to report an incident as soon as possible as it improves peoples return work performance. OHS statistics reported that the number of and severity of incidents has decreased with the only thing that had increased was the number of medical injuries treated this was due to the number of incidents being reported as soon as they happened which is beneficial to their health.

3. **WORKPLACE AUDIT/INSPECTION PLAN**
   At the end of last year (2007) members were asked to send details about Faculty Workplace Inspection Audits so a schedule could be put together. It was actioned by Angelina Lonard that all members are to report back to the committee once the audits have been conducted. A checklist was handed out regarding Kitchen and Dining Areas. All members with a kitchen/dining area were asked to check the list and provide the committee with an update if anything was missing.

   Ian Laird suggested that the auditing officers be sent reminders before they are due to conduct audits of their respective areas. The audits will then be followed up at the next WAC meeting.

4. **OH&S TRAINING**
It was noted that Peter Larkin has completed one module of training and Lynne Clements required both modules of training. It was also noted that all new members should complete all modules of OH&S training.

5. NOMINATED FIRST AIDERS/BUILDING WARDENS IN WORK AREA
Vacancies to be filled were discussed. Roslyn Causer-Temby nominated to share building warden position with new staff member, Shannon Svenson. Vacancies in TITR are to be followed up by Bridget Dijkmans-Hadley, by contacting Lidia in TITR. SISAT vacancies level 2 are to be followed up by Lori Duffey. It was actioned by Angelina Lonard that the register online needs to be updated with this information. It was noted by Ian Liard that the OH&S site has an online register of people who have done first aid training.

6. UNIVERSITY OH&S COMMITTEE REPORT
6.1 OH&S Committee Report
• Ian Laird reported on the current OHS Policy changes. The policy has been rewritten to better reflect the OH&S legislation and provide clear guidelines for the University to follow. At present the policy is being ratified by the Administrative Committee before it is passed on.
• Mr Laird also reported on the WAC voice survey, which will be useful for the Committee. It was noted that Mr David Reynolds will be speaking to the report at the next Faculty Committee meeting.
• The OH&S Committee will also be conducting inspections of common areas across the University so incidents can be dealt with very quickly

7. OH&S STRATEGIC PLAN
7.1 WAC COGNOS REPORTS
No OHS officer was present to give this presentation. An email from OHS advised us to contact Mr Nikita Atkins (Project Director Performance Indicators).

8. UNIVERSITY POLICY/PROGRAM CHANGES AND REVISIONS
It was discussed whether to keep this item separate from Ian Liard's report on the OHS committee. It was decided that it should be kept separate so that questions can be asked about specific policies/programs.

9. OTHER BUSINESS
9.1 Audit of OH&S Requirements
The University OH&S unit requires Faculties and Units to have up to date supplies for First Aid Kits which should be maintained on a 6 monthly cycle. The OH&S regulations require the Faculty to comply with the Standard Kit B list. It was actioned by Angelina Lonard that the first aid officers within the schools should check their first aid kits to see if they comply with the attached list. With those who need to order anything to send an online request to OH&S.

First Aid audits were discussed and it was discovered that the Faculty Office has not been audited regularly unlike the Schools in the Faculty who reported recent auditing. Ian Liard noted that if units wanted to arrange for people to audit the kits that they had to make sure that the auditors had access to the. This is the responsibility of the unit.
9.2 Follow up of the incident of illness from Building 39
As noted in the last WAC meeting Mr Peter Larkin reported an illness from mould in building 39 fire exits. He was further advised to report this incident via SafetyNet as it is the only way that OH&S can address the problem in the building.

9.3 Smoking under building 39 Carport
It was reported that people have been smoking in the carport under building 39. It was noted by Peter Larkin that there appeared to be no signage and requested for it to be investigated.

10. DATE OF NEXT MEETING
The next meeting will be held on May 29, 2008.

The meeting closed at 2:00pm
Ref: 1/08
March, 2008