Minutes of Meeting No.03/2003 held on Thursday 31 July, 2003 commencing at 1.30 pm in the Faculty Meeting Room, Building 39, Room 150A.

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

IN ATTENDANCE: Ms G Portscher

1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
Apologies were received from A/Professor G Naghdy, Mr D Smith and Ms K Williams.

1.2. Confirmation of the Minutes from Previous Meeting held on 15 May, 2003
The minutes of the previous meeting held on 15 May, 2003 were confirmed.

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

2. STARRING OF ITEMS FOR DISCUSSION
Items 3, 5, 11, 16.2, 16.3 and 16.4 were starred.

3. WORKPLACE AUDIT/INSPECTION PLAN
It was reported that the bulk of the work for the workplace audit/inspection plan has been completed and that floor plans for Buildings 3, 17, 35 and 39 have been received.

An operational inspection plan will be distributed for comment with the agenda at the next meeting on 30 October.

Action: Brian Webb to acquire floor plans for Buildings 4 and 6.

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

5. OH&S NOTICEBOARDS

5.1 It was reported that the Dean has approved funding of OH&S noticeboards for Buildings 3 and 15 and that the existing noticeboard outside the old Deanery in Bldg 35 will be utilised as an OH&S notice board for that building.

Action: Les Ohlbach to organise installation of the new boards with Buildings and Grounds.
5.2 It was noted that Roslyn Causer-Temby and Carolyn Silveri have both agreed to maintain currency of the respective noticeboards in their Buildings.

6. **DRAFT OH&S INDUCTION CHECKLIST ADDENDUM**
   6.1. This item has been forwarded to the next meeting.
   6.2. It was noted that Solveig Dewhurst has constructed an OH&S website on the Faculty’s web page which includes the OH&S Induction Checklist.

7. **INFORMATICS - BLACK OUT PROCEDURES**
   This item has been forwarded to the next meeting.

8. **TRAINING COURSE - DUTY OF CARE/DUE DILIGENCE**
   This item has been forwarded to the next meeting.

9. **PURCHASING OFFICE CHAIRS**
   This item has been forwarded to the next meeting.

10. **NORTEL OBSERVER**
    Darren Smith’s email with regard to a Nortel OH&S Committee representative sitting in on the Informatics WAC Committee meetings was noted.
    
    The Committee agreed to this request.
    
    **Action:** Les Ohlbach to send email response to Russell Langford from Nortel.

11. **NO SMOKING SIGNS**
    It was reported that No Smoking signs are available from Buildings and Grounds and a job request should be placed with them to install.
    
    It was noted that No Smoking signs have been placed at the Eastern entry of Building 3 but are obstructed from view when approaching the entrance.
    
    **Action:** Gina Portscher to contact Buildings & Grounds to relocate sign.

12. **UNIVERSITY OH&S COMMITTEE REPORT**
    There was no report from the University OH&S Committee.

13. **ELECTRICAL TAGGING**
    It was reported that, in line with Australian Standards and WorkCover requirements, the University is required to undertake regular testing and tagging of electrical equipment at least annually or bi-annually.
    
    It was noted that the University will provide one set of equipment to each Faculty. It was further noted that the Faculty would require two sets. Due to the large volume of work involved in this process the University will be providing the resources to conduct the testing.
    
    The nominated electrical tagging co-ordinators are Peter Costigan from the School of Electrical, Computer and Telecommunications Engineering
and David Wilson from the School of Information Technology and Computer Science.

14. STUDENT REPRESENTATIVE REPORT
There was nothing to report from the student representative.

15. OTHER BUSINESS
15.1. Security Phones at Entry of Buildings 3 and 35
This item has been forwarded to the next meeting.

15.2. WAC Survey
It was reported that the WAC Survey has been completed. It was identified that further OH&S training is needed for WAC Committee members.

It was therefore recommended that members complete at least one of the OH&S training courses on offer.

15.3. Hazard and Incident Report Forms
It was noted that Solveig Dewhurst has requested a hook and eye on the glass door dividing the foyer of Building 3. This job is still yet to be completed and will be investigated by Buildings & Grounds.

It was noted that the document outlining the five steps to setting up a workstation with a copy of the minutes of meeting held on 15 May, 2003 has been distributed to all staff. The document is also available on the Faculty OH&S website page.

15.4. Training Courses
It was reported that Michelle Khaper would attend a Risk Management course in September.

16. DATE OF NEXT MEETING
It was noted that the next meeting will be held on 30 October in the Faculty Meeting Room (39/150A) commencing at 1.30 pm.

The meeting closed at 2.00 pm.

Signed as a true record

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Mr Les Ohlbach (Chair)

Ref: WAC 3/03 (GP)
6 August, 2003