1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
An apology was received from Ms S Dewhurst.

1.2. Confirmation of the Minutes from Previous Meeting
The minutes of the previous meeting held on 10 April 2004 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, 6, 7, 9, 10, 11, 12 and 13 were starred.

3. WORKPLACE AUDIT/INSPECTION PLAN
Les Ohlbach recommended that all committee members attend modules one and two presented by CDU prior to the first inspection in June.

4. FIRST AID OFFICER – BUILDING, AREA AND FACULTY
No update from Karen Williams was received on the progress of the sign for the Faculty foyer in Building 39. This item will lie on the table until the next meeting.

Action: Karen Williams to confirm projected installation date of sign for Building 39 foyer.

5. DRAFT OH&S INDUCTION CHECKLIST ADDENDUM
A/Prof G Naghdy advised that the names of the members of the above working party are: Dr David Stirling as convener, Peter Costigan, Steve Petrou and Maree Burnett.

6. INFORMATICS – BLACK OUT PROCEDURES
It was suggested that the black out kits include three torches: One non battery type (example was circulated at the meeting); one lantern type and one standard torch. These are to be placed into a plastic box and stored
in each school and the faculty office. The Committee agreed with this suggestion.

**Action:** Karen Williams to procure blackout kits.

7. **MEMBERSHIP**
Darren Smith advised that, at the recent election to choose the Group J representative to the central OH&S committee, Ian Laird was elected as the new representative. Karen Williams will act as the alternative representative. The method of liaison between Ian Laird and the Faculty WAC committee is to be arranged.

**Action:** Darren Smith to arrange liaison arrangement between Ian Laird and Informatics WAC.

8. **STUDENT REPRESENTATIVE REPORT**
Les Ohlbach welcomed the new student representative – Ed Farrell to the committee.

9. **SECURITY PHONES AT ENTRY OF BUILDINGS 3 AND 35**
It was noted that Karen Williams was to contact the campus disability officer regarding the location of security phones to Eastern Entrance Building 3 and before the stairs Bldg 35. It was further noted that these phones are very difficult for wheelchair students to access.

**Action:** Karen Williams to contact campus disability officer regarding above item.

10. **CONSTRUCTION NOISE**
Darren Smith advised that he had spoken with Paul Mourtas from Buildings & Grounds, who advised that the builders were expected to carry out “noisy” works outside normal hours. The Building 15 project is scheduled to be completed within the week. The committee expressed concern over the noise in Building 14.

11. **SECTE MINUTES – NOISE REPORT**
The Chair advised that he has prepared a statement regarding noise which has been circulated to Committee Members. It was agreed that the Chair contact Bob Slater and advise him of the statement before it is forwarded to Buildings & Grounds.

**Action:** Les Ohlbach to contact Bob Slater re noise report statement.

12. **OTHER BUSINESS**
Dr Lu raised a concern over the exit in building 15 being difficult to open – especially to disabled students. Dr Lu was advised to lodge a hazard report.

13. **DATE OF NEXT MEETING**
The next meeting will be held on Thursday 29 July in the Faculty Meeting Room (39.150A) commencing at 1.30pm.
The meeting closed at 1.50pm.

Ref:  WAC 3/04 (MB)
20 May 2004