UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS
WORKPLACE ADVISORY COMMITTEE

Minutes of Meeting No.04/2003 held on Thursday 30 October, 2003
commencing at 1.30 pm in the Faculty Meeting Room, Building 39, Room 150A.

PRESENT: Ms G Awyzio, Ms R Causer-Temby, Mr L Ohlbach (Chair),
Ms C Silveri, Mr D Smith, Mr B Webb and Ms K Williams.

IN ATTENDANCE: Ms G Portscher

1. PRELIMINARY BUSINESS
   1.1. Apologies, Leave of Absence
       Apologies were received from Ms S Dewhurst, Ms M Khaper,
       Dr X-P Lu and A/Professor G Naghdy.

   1.2. Confirmation of the Minutes from Previous Meeting held on
       31 July, 2003
       The minutes of the previous meeting held on 31 July, 2003 were
       confirmed.

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

2. STARRING OF ITEMS FOR DISCUSSION
   Item 11 was starred.

3. WORKPLACE AUDIT/INSPECTION PLAN
   It was noted that floor plans for all Faculty buildings have now been
   received and that the development of an audit inspection plan is due to
   commence.

   It was reported that generic checklists are to be organised as a starting
   point and will be compiled before the next WAC meeting. This will involve
   a walkthrough of buildings and identification of hazards and accident areas
   particularly at entry and exit points. A request was tabled regarding
   obtaining electronic copies of the floor plans from Buildings and Grounds.

   Action: Les Ohlbach to contact Buildings and Grounds Architect, Bryan
           Nakkan regarding obtaining electronic copies of the floor plans.

   Action: Brian Webb and Roslyn Causer-Temby to provide checklists for
           Buildings 6 and 35.
           Gene Awyzio to assist with Buildings 3 and 39.

4. FIRST AID OFFICER – BUILDING, AREA AND FACULTY
   It was reported that First Aid Officer contact details along with first aid kit
   location details are contained on First Aid signs located in each building
   occupied by Faculty except Building 39.
Action: Members to contact Karen Williams if further symbols are required for their respective buildings.

5. OH&S NOTICEBOARDS
It was reported that due to the refurbishment of Building 15 the installation of the OH&S noticeboard has been delayed until the new plans for the Building are confirmed in February.

The installation of the OH&S noticeboard in Building 3 is set to proceed.

6. DRAFT OH&S INDUCTION CHECKLIST ADDENDUM
An email has been sent to A/Professor Golshah Naghdy requesting an update on the final submission of the addendum Safety Inspection and Responsibility of In-house Designed Student Projects and Equipment.

7. INFORMATICS – BLACK OUT PROCEDURES
It was reported that the OH&S Committee should look at implementing a process or policy guidelines for extended blackouts. It was suggested that the building warden in each Building would be the most appropriate contact person for extended blackouts and should be provided with relevant safety equipment e.g. torches.

Action: Les Ohlbach to contact the Dean regarding the development of a procedure for extended blackouts and a relevant safety kit.

8. TRAINING COURSE – DUTY OF CARE/DUE DILIGENCE
One of the members reported attendance at the duty of care/due diligence training course conducted by Cathy Sharpe from the OH&S Unit and found it to be very valuable. It was highly recommended that members attend. It particularly raised the awareness for supervisors linked to risk management.

9. PURCHASING OFFICE CHAIRS
It was reported that members who are requested to purchase ergonomic furniture should firstly confirm approval with the OH&S unit.

10. NORTEL OBSERVER
It was reported that there has been no response from Russell Langford from Nortel.

Action: Les Ohlbach to make further contact with Russell Langford.

11. NO SMOKING SIGNS
Smoking was identified as still being a problem at Building 3 entrances. It was recommended that fixed bins be located at the ground floor entrance.

Action: Gina Portscher to organise fixed bins with Buildings and Grounds.

12. MICROWAVES
It was reported that microwaves are required to be tested annually for compliance with Australian Safety Standards.
Action: Darren Smith to provide contact details of the company that carries out testing.

13. UNIVERSITY OH&S COMMITTEE REPORT

It was reported that:

- The OH&S consultation agreement is set to proceed and will be implemented early next year.
- WAC member training to increase to a minimum of 12 hours in 2004.
- Safety of the campus' northern perimeter fence line is under review with the RTA.
- A draft policy on responsible alcohol consumption at university functions is being prepared as a directive from the Vice-Chancellor.
- Faculty WAC representatives to be nominated to liaise with the University OH&S Committee to improve the lines of communication.

The completion of Hazard and Incident Reporting forms was also raised and it was requested of members that they ensure that Section D of this form (Corrective Action) be completed before forwarding to the OH&S unit.

Action: Gina Portscher to link the University OH&S website to the Faculty website.

14. STUDENT REPRESENTATIVE REPORT

There was no report.

15. OTHER BUSINESS

15.1. Security Phones at Entry of Buildings 3 and 35

It was reported that the relocation of security phones to Eastern Entrance Building 3 and before the stairs Bldg 35 was still pending.

Action: Karen Williams to contact Buildings & Grounds to organise relocation of the security phones.

15.2. OH&S Consultation

The email attached to the agenda distributed by the VC regarding the review of OH&S consultation across all campuses, which seeks to strengthen communication between local Workplace Advisory Committees and the central OH&S Committee, particularly the increase in training requirements for WAC members was noted.

Implementation date of the new model will be early in the New Year.

It was reported that three training sessions will be available early in the New Year and it would be ideal if all members could attend the requisite training as a group.

15.3. Hazard and Incident Report Forms

It was noted that the glass door dividing the foyer of Building 3 now has a manual doorstopper.
16. DATE OF NEXT MEETING

It was noted that this was the last meeting for 2003. Dates for meetings in 2004 will be advised.

The meeting closed at 2.25 pm.

Signed as a true record

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Mr Les Ohlbach (Chair)

Ref: WAC 4/03 (GP)
12 November, 2003