UNIVERSITY OF WOLLONGONG  
FACULTY OF INFORMATICS  
WORKPLACE ADVISORY COMMITTEE

Minutes of Meeting No.04/2004 held on Thursday 29 July, 2004 commencing at 1:45 pm in the Faculty Meeting Room, Building 39, Room 150A.

PRESENT: Ms S Dewhurst, Mr E Farrell, Dr Xia Ping Lu, Ms C Silveri, M B Webb, Ms R Causer-Temby and Mr I Laird.
IN ATTENDANCE: Ms Krystal Dewhurst

1. PRELIMINARY BUSINESS

In the absence of the Chair, Ms Solveig Dewhurst chaired the meeting.

1.1. Apologies, Leave of Absence

Apologies were received from Dr D Smith, Ms K Fogarty and A/Prof G Naghdy.

1.2. Confirmation of the Minutes from Previous Meeting

The minutes of the previous meeting held on 20 May 2004 were confirmed.

1.3. Business Arising from the Minutes

There was no business arising from the minutes.

2. STARRING OF ITEMS FOR DISCUSSION

This item was dealt with under 13.1 below.

3. WORKPLACE AUDIT/INSPECTION PLAN

It was noted that Brian Webb, Solveig Dewhurst, Edward Farrell and Golshah Naghdy had not yet attended OH&S Modules 1 and 2 training.

Ian Laird recommended that all committee members, who have not attended WAC Training Modules one and two, should do so as soon as possible as Module three is coming out in the near future and members are unable participate in the Module three until one and two have been completed.

Action: Ian Laird to determine if the student representative, Ed Farrell, is on the OH&S distribution list and, if not, how OH&S notify WAC Student Representatives.

4. FIRST AID OFFICER – BUILDING, AREA AND FACULTY

To receive an update from Karen Williams on the projected installation date of the sign for the Faculty foyer in Building 39.

This item to lie on the table until next meeting.
5. **DRAFT OH&S INDUCTION CHECKLIST ADDENDUM**

   To receive an update form 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 until next meeting.*

6. **INFORMATICS – BLACK OUT PROCEDURES**

   To receive update from Karen Williams on the procurement of the black out kits for each school and the Faculty Office.

   This item to lie on the table until next meeting.

7. **MEMBERSHIP**

   Mr Ian Laird, the elected representative for Group 3, to attend WAC meetings henceforth to report on central OH&S activity.

   If unable to attend, feedback will be disseminated by either the alternate representative, Ms Karen Williams, or by email.

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

   Update from Karen Williams on the outcome of her discussion with the UoW Disability officer regarding disabled access to above located security phones.

   *This item to lie on the table until next meeting.*

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

   In the absence of the OH&S unit representative, Mr Ian Laird advised the meeting that the central OH&S Committee:

   - is considering structural changes to the central OH&S Committee Constitution in response to legislative changes;
   - advised that the Faculty of Engineering is currently undergoing a risk management audit;
   - has distributed the draft Alcohol Policy for feedback.

10. **STUDENT REPRESENTATIVE REPORT**

    Concern was raised about the lack of OH&S and ergonomic training for students, specifically in relation to laboratories

    It was noted that all subject outlines contain OH&S information.

    It was **resolved** that advice re the OH&S weblink, including the ergonomic self-audit sheet, be disseminated by lecturers in their initial lecture at the commencement of each session.

    It was further **resolved** that an email be sent to all the students notifying them of the ergonomic self audit sheet available on the OH&S website.

    **Action:** Brian Webb to forward suggested email to School Administration Assistants for onforwarding to students.

    Chair to advise Heads to include OH&S information on initial lecture deliveries at the commencement of each session.
11. **SECTE MINUTES – NOISE REPORT**
   To receive an update from Les Ohlbach on his discussion with Bob Slater re the Committee’s statement of concern over the noise noted in SECTE minutes.
   
   *This item to lie on the table until next meeting.*

12. **OHS STRATEGIC PLAN**
   To receive a report on the meeting between the Chair, the Dean and the UoW OH&S Unit re UoW’s OH&S Strategic Plan.
   
   *This item to lie on the table until next meeting.*

13. **OTHER BUSINESS**

   13.1 **Starring of agenda items**
   The meeting resolved to omit this item from future agendas as all agenda items require discussion and/or action.

   13.2 **Building 35 Issues**
   13.2.1 **Computer Flicker**
   It was noted that new cabling had been put in under Building 35 without discussion, which appears to have caused computer screens to flicker. A hazard logs have been submitted and Darren Smith is aware of the problem.
   
   **Action:** Chair to request OH&S unit to follow up and provide resolution progress report by next meeting.

   13.2.2 **Rodent Infestations**
   Building 35 also has ongoing problems with rodent, arachnid and insect infestations. It was noted that possums in the roof cause urine to permeate the ceiling and damage computer terminals in student labs (Whisper Lab) and that floors had not been vacuumed for over 12 months. It was further noted that this issue has been advised to B&G on several occasions with no successful resolution
   
   **Action:** Chair to raise the Committee’s concern with building and grounds.

14. **DATE OF NEXT MEETING**
   The next meeting will be held on Thursday 9 September in the Faculty Meeting Room (39.150A) commencing at 1.30pm.

The meeting closed at 2.35pm.

Ref: WAC 4/04 (KD)
29 July 2004