Minutes of Meeting No.04/2005 held on Thursday 28 July 2005 commencing at 1:30 pm in Faculty Meeting Room Bldg 39.150A.

PRESENT:  Ms G Awyzio, Ms C Silveri, Ms S Dewhurst, Dr X Ping Lu, Ms K Williams, Mr B Webb, A/Prof G. Naghdy Mr I Laird, Ms Causer-Temby, Mr R Brown and Ms S Clark.

IN ATTENDANCE:  Ms C Delaney.

1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
No apologies were received.

1.2. Confirmation of the Minutes from Previous Meeting
The minutes from the previous meeting were confirmed subject to alteration of date of the next meeting to read 1 September.

1.3. Business Arising from the Minutes
It was noted that Ms Karen Williams would contact Bruce Flint with regards to the relocation of the security phones in Bldg 35 and 3, as it's no longer being handled through disability services.

2. WORKPLACE AUDIT/INSPECTION PLAN

It was noted that the faculty of Engineering had implemented School-Based Sub Committees to progress this item. It was further noted that Informatics may wish to consider a similar structure.

Action:  Ms Solveig Dewhurst to investigate the status and requirements of the workplace Audit/Inspection Plan and clarify forward action with the OH&S unit.

3. OH&S TRAINING

It was noted that Ms Solveig Dewhurst, Mr B Webb and A/Prof Golshah Naghdy are yet to complete the training. It was further noted that this be prioritised for the people involved to ensure they schedule themselves into a training session ASAP.

Action:  Ms Solveig Dewhurst to identify and clarify the courses that constitute OH&S training Modules 1 and 2 and advise Mr B Webb and A/Prof Golshah Naghdy.

4. DRAFT OH&S INDUCTION CHECKLIST ADDENDUM

A/Prof Golshah Naghdy reported that the In-house Designed Student Projects and Equipment addendum has been devolved to the responsibility of the SECTE OH&S Sub Committee and will be reported on when that committee has progressed this item.

Compliance with the UOW's terms of reference by the SECTE OH&S Sub Committee will be reported when that committee has been convened.
5. **STUDENT REPRESENTATIVE REPORT**

Mr Bob Brown noted that he was in an orientation phase relative to his position on this committee and would present a report at the next meeting.

6. **OH&S STRATEGIC PLAN**

It was noted that the OH&S Strategic Plan could not be located but that generic UOW OH&S KPIs were identified in the Faculty Strategic plan for 2005–06.

**Action:** Ms Solveig Dewhurst to liaise with Mr Darren Smith from the OH&S Unit to progress this item.

7. **WAC COGNOS REPORTS**

An update was unavailable from Ms Solveig Dewhurst. This item to lie on the table until the next meeting.

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

8.1. *Non-medically prescribed drugs*

It was noted that the ambiguous definition of non-prescribed drugs in the *Policy on Alcohol and Drugs in Employment* had not been clarified to the satisfaction of some committee members.

**Action:** Ms Sarah Clark to follow up on the progression of the OH&S FAQ's web page, and to confirm that appendices that were not attached to the original policy contained information that may clarify the ambiguity.

9. **OTHER BUSINESS**

9.1. *Flu Shots*

It was noted that Ms Solveig Dewhurst compiled details of universities providing staff with flu shots as a preventative health measure.

**Action:** Ms Solveig Dewhurst to forward a memo to the OH&S Committee copied to ARD to seek feedback on current UOW policy.

10. **DATE OF NEXT MEETING**

To note that the next meeting is scheduled for Thursday, 1 September commencing at 1:30pm in the faculty meeting room Bldg 39.150A.

The meeting closed at 2.20pm.

Ref: WAC 4/05 (CD)
28 July, 2005
# Action List

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Name</th>
<th>Action</th>
<th>Responsibility</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>2</td>
<td>Workplace Audit/Inspection Plan</td>
<td>To investigate the status and requirements of the workplace Audit/Inspection Plan and clarify forward action with the OH&amp;S unit.</td>
<td>Ms S Dewhurst</td>
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<tr>
<td>3</td>
<td>OH&amp;S Training</td>
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<td>8</td>
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