UNIVERSITY OF WOLLONGONG
FACULTY OF INFORMATICS
WORKPLACE ADVISORY COMMITTEE

Minutes of Meeting No.05/2004 held on Thursday 9 September, 2004
commencing at 1:35 pm in the Faculty Meeting Room, Building 39, Room 150A.

PRESENT: Ms S Dewhurst, Mr E Farrell, Dr Xia Ping Lu, Ms C Silveri,
Ms K Williams, Mr L Ohlbach (Chair), A/Prof G Naghdy,
Ms Gene Awyzio and Mr I Laird.

IN ATTENDANCE: Ms Krystal Dewhurst, Ms Krista-Lee Fogarty

1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
Apologies were received from Ms R Causer-Temby, Mr B Webb,
Dr W Susilo.

1.2. Confirmation of the Minutes from Previous Meeting
The minutes of the previous meeting held on 29 July 2004 were
confirmed.

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

2. 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.

Krista-Lee Fogarty recommended that Ed Farrell attend only OH&S
Module 3 training as Modules 1 and 2 are not compulsory for students
even though they are for staff.

It was resolved that Module 3 training will take place at the next WAC
meeting on 25 November 2004.

3. FIRST AID OFFICER – BUILDING, AREA AND FACULTY

It was noted that the sign for the Faculty foyer will be sent to Karen
Williams from Krista-Lee Fogarty.

Action: Krista-Lee Fogarty to send OH&S signage for Building 39
showing the location of fire wardens and First Aid Officer to
Karen Williams.
4. **DRAFT OH&S INDUCTION CHECKLIST ADDENDUM**
   Golshah reported that this item is in progress and should be finalised by the next meeting.

5. **INFORMATICS – BLACK OUT PROCEDURES**
   Karen Williams reported that half a dozen Battery-less torches have been purchased to use in case of a lengthy blackout for short periods. Half a dozen table top (lantern) type torches will be purchased for the School offices and the Faculty office and half a dozen of battery operated torches will also be purchased.

   Krista-Lee Fogarty recommended that battery operated exit signs are also an option for very dark rooms so people can find the exits when needed.

   **Action:** Karen Williams to obtain a quote on the lantern type torches and the battery powered torches by the next meeting.

6. **SECURITY PHONES AT ENTRY OF BUILDINGS 3 AND 35**
   It was noted that contact had not been made with the Disability Unit, despite Karen’s best attempts.

   It was recommended that a hazard report be logged and that further attempts be made to contact the Disability Unit in order to seek a resolution lack of disabled access to security phones outside buildings 3 and 35.

   **Action:** Karen Williams to log a hazard report with OH&S and to continue to liaise with the Disability Unit.

7. **UNIVERSITY OH&S COMMITTEE REPORT**
   It was noted that OH&S minutes are available on the OH&S website.

   An outdoor campus environment inspection had been undertaken after dark to identify potential hazards. Only mild hazards, eg- trimming of hedges and trees, were identified. However, one building (unidentified) was noted as being unlocked.

   The central committee constitution was also discussed and it was noted that the WAC was to organise the module 3 training sooner rather than later.

8. **STUDENT REPRESENTATIVE REPORT**
   It was noted that the Faculty’s rolling plan to replace damaged chairs in student labs had been temporarily suspended. Historically, an inspection of student labs occur each year with an allowance in the budget to buy 100 new chairs yearly. The labs are due for another inspection in the coming months.

   It was also noted that OH&S information will now be introduced at the start of session to students by lecturers.
It was also noted that OH&S are looking into raising OH&S student awareness through SOLS.

9. **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.*

10. **OH&S STRATEGIC PLAN**

Les Ohlbach reported that a number of KPIs were noted in the OH&S Strategic Plan for the Committee to facilitate. It was noted that these, and the Plan, were incorporated into the Module 3 training.

11. **OTHER BUSINESS**

11.1 **Building 35 Issues**

11.1.1 **Computer Flicker**

It was noted that work had been performed on the cabling into building 35 to minimise the flickering problem.

11.1.2 **Insect and Rodent Infestation**

It was noted that the Acting Chair had sent an email outlining the above problems to the Director of Buildings and Grounds but that has been no response received to date.

11.2 **WAC Cognos Reports**

It was noted that Solveig Dewhurst is the Faculty Cognos contact and that it is up to the WAC to identify the types of reporting it requires. It was further noted that this would become more clear after the Module 3 training had been undertaken.

**Action:** Solveig Dewhurst to make time with either Krista-Lee Fogarty of Darren Smith to go over training previously done.

12. **DATE OF NEXT MEETING**

The next meeting will be held on Thursday 25 November in the Faculty Meeting Room (39.150A) commencing at 1.30pm and will incorporate the Module 3 training component.

The meeting closed at 3.45pm.

Ref: WAC 5/04 (KD)
9 September 2004