**UNIVERSITY OF WOLLONGONG**
**FACULTY OF INFORMATICS**
**WORKPLACE ADVISORY COMMITTEE**

**Minutes** of Meeting No.05/2005 held on Thursday 1 September 2005 commencing at 1:30 pm in Faculty Meeting Room Bldg 39.150A.

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**PRESENT:**
Ms C Silveri, Ms S Dewhurst, Ms K Williams, A/Prof G. Naghdy, Mr R Brown and Ms S Clark.

**IN ATTENDANCE:**
Ms C Delaney.

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1. **PRELIMINARY BUSINESS**

1.1. **Apologies, Leave of Absence**

Apologies were received by Ms Roslyn Causer-Temby, Mr Ian Laird and Dr Xiao-Ping Lu.

1.2. **Confirmation of the Minutes from Previous Meeting**

The minutes from the previous meeting were confirmed.

1.3. **Business Arising from the Minutes**

Ms Karen Williams reported that Mr Bill Langtry and Mr David Anderson are currently working to identify all works and costs associated with relocating security phones on campus. It was proposed to move the Bldg 3 security phone to the front door near the disabled ramp that faces Bldg 39.

**Action:** Ms Karen Williams to clarify with David Anderson the relocation of the Bldg 35 security phone.

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2. **WORKPLACE AUDIT/INSPECTION PLAN**

Ms Solveig Dewhurst reported on her meeting with Mr Darren Smith and Ms Sarah Clarke from the OH&S unit who suggested that the Faculty implement independently convened working parties for each building in the Faculty. It was suggested that each working party consist of three members and that they be independently convened. It was also suggested that the working parties start with identifying and auditing high risk areas. It was noted that Ms Carolyn Silveri has nominated for the Bldg 15 working party and that Mr Brian Webb be nominated for the Bldg 35 working party.

**Action:** Ms Karen Williams to discuss forming SITACS working parties with the HoS. Ms Casey Delaney to distribute the plans and necessary paper work to all working party members.

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3. **OH&S TRAINING**

It was noted that Ms Solveig Dewhurst had booked into Modules 1 and 2 and that A/Prof Naghdy will book into Module 2. It was further noted that this training become a priority for the previously identified people, namely Ms Dewhurst, A/Prof Naghdy and Mr Webb, to ensure they schedule themselves into a training session ASAP.
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 been convened.

Compliance with the UOW's terms of reference by the SECTE OH&S Sub-Committee will also be reported when that committee has been convened.

**Action:** Ms Solveig Dewhurst to speak to Prof Salim Bouzerdoum with regards to convening the sub-committee.

5. **STUDENT REPRESENTATIVE REPORT**

No report was received.

6. **OH&S STRATEGIC PLAN**

Ms Solveig Dewhurst reported this item could not be progressed until the Cognos OH&S cube data was updated so that baselines could be established against which Faculty KPIs could be benchmarked.

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

7. **WAC COGNOS REPORTS**

Ms Solveig Dewhurst reported on her OH&S Cognos orientation session with Mr John Halter but again, due to incorrect data, will be unable to progress this action until the Cognos data is cleansed and uploaded. The new data should be available some time in November.

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

8.1. **Non-medically prescribed drugs**

Ms Sarah Clark reported that the OH&S unit were in the process of writing up a FAQ’s web page which is scheduled to be complete and on line by December 2005.

9. **OTHER BUSINESS**

9.1. **Flu Shots**

It was noted that Ms Solveig Dewhurst had sent a memo with the details of universities providing staff with flu shots as a preventative health measure to the Academic Registrar, Dr David Christie, and to the OH&S unit, but is waiting on feedback. It was further noted that the group OH&S rep, Mr Ian Laird, was also sent a copy of the memo.

Ms Sarah Clark advised OH&S Unit were awaiting the return from leave of the OH&S Manager, Ms Cathy Sharpe, before actioning the memo.

**Action:** Ms Sarah Clark to discuss the flu shots memo with Ms Cathy Sharpe on her return from leave.
9.2. **Bldg Wardens**

It was noted that there are currently no SITACS wardens for the Western section of building 39. Due to Ms Holly Tootell being on study leave it was suggested that A/Prof Peter Hyland fill the role in her absence.

**Action:** Ms Sarah Clark to clarify if SITACS are required to have building wardens for the western section of building 39.

10. **DATE OF NEXT MEETING**

To note that the next meeting is scheduled for Thursday, 3 November commencing at 1:30pm in the faculty meeting room Bldg 39.150A.

The meeting closed at 2:00pm.

Ref: WAC 5/05 (CD)
14 September, 2005
**Action List**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Name</th>
<th>Action</th>
<th>Responsibility</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3</td>
<td>Business arising from the Minutes</td>
<td>To clarify with David Anderson the relocation of the Bldg 35 security phone.</td>
<td>Ms Karen Williams</td>
<td></td>
</tr>
<tr>
<td>2</td>
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<tr>
<td>4</td>
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<td>To speak to Prof Salim Bouzerdoum with regards to convening the SECTE sub committee.</td>
<td>Ms Solveig Dewhurst</td>
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</tr>
<tr>
<td>6</td>
<td>OH&amp;S Strategic Plan</td>
<td>To liaise with Mr Darren Smith from the OH&amp;S Unit to progress this item.</td>
<td>Ms Solveig Dewhurst</td>
<td></td>
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<tr>
<td>9.2</td>
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