1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
Apologies were received from Mr I Laird, Mr E Farrell and Ms S Dewhurst.

1.2. Confirmation of the Minutes from Previous Meeting
The minutes of the previous meeting held on 9 September 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 and Golshah Naghdy had not yet attended OH&S Modules 1 and 2 training.

Krista-Lee Fogarty offered to compress Modules 1 and 2 together in order to help the above people complete these modules.

3. FIRST AID OFFICER – BUILDING, AREA AND FACULTY
It was noted that Karen Williams has not heard back from Buildings and Grounds in regards to the First Aid signs for Building 39.

Action: Karen Williams to submit another requisition to Buildings and Grounds for First Aid signage to be erected in Building 39.

4. DRAFT OH&S INDUCTION CHECKLIST ADDENDUM
To receive an update from 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 till next meeting.

5. INFORMATICS – BLACK OUT PROCEDURES
Karen Williams still to finalise quotes on the lantern type torches and the battery powered torches by the next meeting.
6. **SECURITY PHONES AT ENTRY OF BUILDINGS 3 AND 35**
   Karen Williams has been in contact with the Disabilities Unit regarding the relocation of the security phones external to buildings 3 and 39.

   It was noted that the phones have not been relocated yet.

   **Action:** Karen Williams to follow up the progress of the relocation of the security phones.

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

   The Alcohol policy is under discussion currently.

   A Contractor safety management process is being developed for contractors working on the University premises.

   There have been attendance issues at the latest meetings as it is the end of the year.

8. **STUDENT REPRESENTATIVE REPORT**
   No report received.

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.*

**OH&S STRATEGIC PLAN**

There has been no changes made on the implementation of the OH&S Plan.

10. **OTHER BUSINESS**

11. **Building 35 Issues**

11.1 **Insect and Rodent Infestation**
   It was noted that Karen Williams will table this issue at the OH&S Central Committee meeting in December.

   **Action:** Solveig Dewhurst to inform Karen Williams on the Building 35 issues and her progress 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 or Darren Smith to go over training previously done.
11. DATE OF NEXT MEETING

To be advised when the 2005 meeting schedule is released.

The meeting closed at 2.10pm.

Ref: WAC 6/04 (KD)
25 November 2004