Minutes of inquorate Meeting No.06/2005 held on Thursday 3 November 2005 commencing at 1:30 pm in the Executive Meeting Room Bldg 3 Level 1.

PRESENT: Ms C Silveri, Ms S Dewhurst, Ms K Williams, Mr I Laird, and Ms S Clark.

IN ATTENDANCE: Ms C Delaney.

1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
Apologies were received by Ms Roslyn Causer-Temby, Mr Brian Webb and Dr Xiao-Ping Lu.

1.2. Confirmation of the Minutes from Previous Meeting
The minutes were unable to be confirmed as the meeting was inquorate.

1.3. Business Arising from the Minutes
Ms Karen Williams reported that both of the Security Phones in Bldg 3 and Bldg 35 had been moved.

2. WORKPLACE AUDIT/INSPECTION PLAN

2.1. Ms Carolyn Silveri reported that inspections for Bldg 15 (Maths and Applied Statistics) had been carried out during September–October 2005. A number of minor potential hazards were identified and steps were taken to rectify them immediately. The inspectors were unqualified to check the safety of electrical equipment, apart from looking for damaged electrical leads or other obvious faults. The inspectors also did not check for E-Tags. It was recommended that qualified staff be identified to perform the electrical leads audit.

2.2. It was noted that Ms Sarah Clark from the OH&S Unit recommended that SMAS have a first aid officer in the building and that Ms Sue Denny has volunteered.

Action:
1. Ms Sue Denny to attend the First Aid training in November 2005.
2. To identify qualified SMAS staff to conduct electrical leads audit.

2.3. Ms Karen Williams reported that SITACS has commenced its inspections on staff offices which should be completed by mid November. Ms Karen Williams further noted that Mr Michael Milway, a Technical staff member and herself would be conducting lab inspections.

2.4. Ms Solveig Dewhurst reported that due to Prof Salim Bouzerdoum being away she has not spoken to him with regards to progress of the Bldg 35 working party.

3. OH&S TRAINING
It was noted that Ms Solveig Dewhurst has completed Modules 1 and 2 and that A/Prof Golshah Naghdy has completed Module 2.

Action:
Mr Brian Webb to complete Modules 1 and 2 and A/Prof Golshah Naghdy to complete Module 1 of the OH&S Training ASAP.
4. **DRAFT OH&S INDUCTION CHECKLIST ADDENDUM**
Ms Solveig Dewhurst reported on behalf of A/Prof Golshah Naghdy that the SECTE Sub Committee has convened and that A/Prof Naghdy is the interim chair.

The question was raised whether the Sub Committee would need OH&S training. Ms Sarah Clark clarified that one member having completed the training would be sufficient and that the trained person would then report to the WAC.

5. **STUDENT REPRESENTATIVE REPORT**
No report was received.

6. **OH&S STRATEGIC PLAN**
6.1. **WAC Cognos Reports**
Ms Solveig Dewhurst reported that this item could not be progressed until the Cognos OH&S cube data was updated, implementation is expected to commence during November.

7. **OTHER BUSINESS**
7.1. **Flu Shots**
Ms Sarah Clark reported that she had spoken to Ms Cathy Sharp and Mr Darren Smith regarding the flu shots, they advised that as it was not a job specific hazard, it is unlikely to be implemented.

7.2. **Bldg Wardens**
Ms Sarah Clark reported that A/Prof Peter Hyland had been and will continue to act as the Bldg 39. Building Warden whilst Ms Holly Tootell is on study leave, although he has not received any official training. Ms Holly Tootell is due to return from study leave at the beginning of next session.

7.3. **Any Other Business**
**Non-Smoking Signs**
Ms Karen Williams reported that she has received complaints regarding staff smoking outside of Bdg 3., especially at the bottom of stairs and around entrances. It was suggested that larger non-smoking signs be erected at all Bldg 3 entrances. Mr Ian Laird also noted that Security will not enforce the non smoking policy but if the problem continues, the non-smoking policy can be emailed to people who are in breach of the rules.

**Action:** Ms Casey Delaney to liaise with Buildings and Grounds regarding the acquisition and erection of requisite non-smoking signage.

7.4. **OH&S Committee Representative**
Mr Ian Laird asked the Committee whether his participation on the committee has been adequate and asked the committee to clarify the function he is required to provide. Ms Solveig Dewhurst noted that his role is to report anything of interest from the University OH&S Committee, to have carriage of taking issues from the WAC to the central OH&S committee, and to give input into meetings. Mr Ian Laird further noted that the University OH&S Committee report is no longer listed on the Agenda and asked if it could be added for future meetings.

7.5. **Bldg 3 First Aid Officer**
Ms Solveig Dewhurst reported that since Ms Kristine Sheridan's resignation there
was no longer a First Aid officer to service Level 1 of Bldg 3 and that Ms Casey Delaney has volunteered.

**Action:** Ms Casey Delaney to attend the First Aid training in 2006.

7.6. **Thank you to Committee**
Ms Solveig Dewhurst thanked the committee for their interest, dedication and participation throughout the year.

8. **DATE OF NEXT MEETING**
To note that the next meeting will be advised when the 2006 meeting schedule is released.

The meeting closed at 2:05pm.

Ref: WAC 6/05 (CD)
9 November, 2005