Minutes of Meeting No.01/2006 held on Thursday 23 March 2006 commencing at 1:30 pm in the Executive Meeting Room Bldg 3 Level 1.

PRESENT: Ms S Dewhurst, Ms K Williams, Mr I Laird Ms Kerrie Gamble, Ms Gene Awyzio, Mr Robert Brown Ms Roslyn Causer-Temby and Ms S Clark.

IN ATTENDANCE: Ms C Delaney.

1. PRELIMINARY BUSINESS

1.1. Apologies, Leave of Absence
Apologies were received by Ms Golshah Naghdy and Mr Brian Webb.

1.2. Confirmation of the Minutes from Previous Meeting
The minutes from the previous meeting were confirmed.

1.3. Business Arising from the Minutes

2. WORKPLACE AUDIT/INSPECTION PLAN

2.1. Ms Kerrie Gamble reported that Ms Sue Denny has not yet completed the First Aid training and will schedule the training at her earliest convenience.

2.2. Ms Kerrie Gamble reported that Ms Carolyn Silveri had informed her that she was under the impression that qualified students would do the E-Tag inspections for Bldg 15 (Maths and Applied Statistics). Ms Sarah Clark advised that the OH&S Unit have a list to suitably qualified personnel and will forward that link to Ms Solveig Dewhurst who, in turn, will discuss the option of engaging qualified students to conduct E-tag inspections across the Faculty.

Action: 1. Ms Sue Denny to attend First Aid training when offered in 2006.
2. Ms Solveig Dewhurst to speak the Dean re hiring qualified students to conduct E-tag inspections across the Faculty.
3. Ms Sarah Clark to provide a list of qualified students to Ms Solveig Dewhurst.

2.3. Ms Karen Williams reported that SITACS has commenced its inspections of staff offices and noted that this is an ongoing process results to be collated.

Action: Ms Karen Williams to provide a summary of SITACS office Inspections.

2.4. Ms Solveig Dewhurst reported on her meeting with Prof Salim Bouzerdoum who advised that the workplace audit for SECTE to be delegated to the newly-established SECTE OH&S Sub-Committee; Ms Solveig Dewhurst further noted the recommendation that Mr Brian Web be a member of that sub-committee as he had completed the necessary training and was a technical staff member with a working knowledge of the labs and workshop areas.
3. **OH&S TRAINING**

It was noted that Mr Brian Webb is yet to completed Modules 1 and 2 and that A/Prof Golshah Naghdy is yet to complete Module 1 of the OH&S Training.

**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**

Due to A/Prof Golshah Naghdy absence no report was given on behalf of the SECTE Sub Committee.

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. Ms Sarah Clark advised that implementation is expected to commence soon.

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

Mr Ian Laird reported that the OH&S Central Committee:

- is happy with the online lodging system for Incident Reports and Hazard Logs currently being trialled in Biological Sciences, Buildings & Grounds, and at the Shoalhaven Campus, and that the system will eventually be implemented across campus.
- is currently reviewing the Risk Assessment form and seeking feedback which may result the form being amended.
- also noted that OH&S incidents and costs are below industry standards.

8. **OTHER BUSINESS**

8.1. **Membership – Terms of office**

It was noted that the Terms of Office for the following members have now expired;

- Ms Karen Williams – SITACS General Staff Representative
- A/Prof Golshah Naghdy – SECTE Academic Staff Representative
- Dr Xia Ping Lu SMAS – Academic Staff Representative
- Ms Gene Awyzio SITACS – Academic Staff Representative
- Ms Roslyn Causer-Temby – SECTE General Staff Representative
- Mr Brian Webb Technical – Staff Representative

**It was resolved:** To call for nominations for the following vacant positions:

1. SITACS General Staff Representative
2. SITACS Academic Staff Representative
3. SECTE General Staff Representative
4. SECTE Academic Staff Representative
5. SMAS Academic Staff Representative
6. Technical Staff Representative.

It was further resolved to note that Ms Kerrie Gamble’s term of office will expire 28 February 2008.
8.2. **Non-Smoking Signs**
Ms Casey Delaney reported that signs are available from the Wollongong Cancer Council either as stick on signs of approximately 30cm, or a metal type sign, and that signs can be created by the University sign writer. It was decided that creating a laminated sign for all three entrances containing a note that smoking is not permitted adjacent to windows or building entrances would be a sufficient deterrent. Mr Ian Liard also noted that if people continue to smoke adjacent to entrances that an incident report should be lodged.

**Action:** Ms Casey Delaney to organise the creation, lamination and erection of non-smoking signage on all three entrances of building 3.

8.3. **Bldg 3 First Aid Officer**
Ms Casey Delaney reported that she had completed the First Aid Training.

**Action:** Ms Casey Delaney to update the location of current stickers to the corridor outside the Student Enquiry Centre reflecting the change in First Aid Officer duties on that floor of building 3.

8.4. **Any Other Business**

**Sewerage flush out**
Ms Gene Awyzio noted that the one day last week Buildings and Grounds had to flush out sewerage onto the building 3 car park due to a toilet blockage noting that staff who work in the building and staff who park in the reserved parking spots should have received notification of this work.

**Action:**
1. Ms Gene Awyzio to lodge an incident report.
2. Ms Casey Delaney to seek clarification of the situation and confirm due process to be applied to similar situations.

8.5. **OH&S Signage**
Ms Karen Williams noted that the Faculty will require three laminated signs from OH&S so that the necessary staff changes can be made.

**Action:** Ms Sarah Clark to forward three laminated signs to Ms Karen Williams.

9. **DATE OF NEXT MEETING**
To note that the next meeting is scheduled for Thursday 4 May commencing at 1:30pm in the faculty meeting room in Bldg 39.150A.

The meeting closed at 2:15pm.

Ref: WAC 1/06 (CD)
28 March, 2006