

Minutes of the Meeting held on Thursday, 13 April 2006 Lamble Conference Room

Present:

Mike Creagan (Chair)	- WG6
Michael Eburn	- WG2
Jim Maher	- WG1
Susen Smith	- WG 3
Clayton Gilmour	- WG7
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Trevor Brown	- NTEU rep
Daphne McCurdy	- OHS Officer
Michael Quinlan	- Director, FMS
Roley Piggott	- Dean, EBL
Kristin Adair	- DIR HRS

In Attendance:

Gavin Inglis	- Hazardous Substances Officer
Sarah Collister	- Secretary to committee

Apologies:

Mary Ditton	- WG3
Rowan Webb	- WG1
Ros Busby	- WG4
Diana Helmrich	- WG8
Gail Creagan	- Return to Work Co-ordinator
Bruce Reeves	- WG6

2. Approval of Minutes

The representative of WG1 advised the Chair of what the representative felt was a more representative account of the comments that were made at the meeting. These were inserted to the minutes as the version from WG1. The rest of the minutes were accepted as a true representation of the meeting.

3. Business Arising

The Chair met with Scott Norton the Fire Safety Officer and following that meeting it was decided to instigate a checklist. This was sent all workgroups called - an OHS Emergency Wardens and plan status check list. Each work group is to work though the checklist and amend as required. The list should be sent back to the secretary OHSCC (scollis2@une.edu.au) for collation prior to the next meeting.

4. Response from VC reloading dock

A letter was sent to the VC in connection with the loading dock. There has been no response to date.

5. Other business arising

BBQ dates have been proposed following the postponement of the last arranged BBQ. There are 2 dates for consideration, 12, 19 May 2006. All Workgroup Chairs respond to Sarah Collister scollis2@une.edu.au for their preferred date.

6. OHS Officer Report- *Daphne McCurdy OHS Officer*

The OHS Officer reported that there appeared to be a mismatch between sickness levels and injuries. This was due to the time discrepancies between reporting and completion of sick/injury claims. An additional mention was made in connection with the asbestos found in the Black Rose building. The area was cleared and a dust report made which was found to be clear. The building was re-occupied with existing tenants.

The Dean EBL asked about the accident mentioned in the report. Here some local members of the public had an accident where one was struck by a car. The location of the accident and the circumstances surrounding it caused some discussion.

Action point: Follow up will be made to SportUne about the parking areas and the potential for accidents.

7. Workers Compensation Report – *Gail Creagan Workers Compensation Coordinator*

The report was submitted at the meeting. The Workers Compensation Coordinator was not at the meeting. There are no pressing issues from this area.

8. Hazardous Substances – *Gavin Inglis Hazardous Substances officer*

The Hazardous Substances Officer's report was issued prior to the meeting. The Hazardous Substances Officer reiterated some of the points from the report in particular the Risk assessments and the fume cupboards.

9. Working groups summary

Prior to the meeting the Chair requested written reports to be submitted from each group. Some groups were able to do this, but there were some verbal reports. The Chair is collating the matters for discussion.

10. Asbestos Health Surveillance

The subcommittee met, with Mary Ditton absent. The Dust bus has been booked for 30 May 2006. Attendance for this will be finalised at the end of April 2006.

11. Newling

The Chair received potential solutions to this.

A representative from Group1 will act as an exclusive member for the Newling area.

The Heritage Centre will train a representative

UNE partnerships have offered to assist.

Action point; resolve this issue at the next meeting.

The meeting finished at 10.00 am

The next meeting in the Lamble Conference room 8 June 2006 at 9.30am

Future meetings 10 August 2006, 12 October 2006, 7 December 2006.