

## Minutes of the Meeting held on Wednesday, 22 February 2006 Lamble Conference Room

### Present:

Mike Creagan (Chair)	– WG6
Rowan Webb	– WG1
John Kellet	– WG2
Ros Busby	– WG4
Graham Bruce	– WG5
Bruce Reeves	– WG6
Clayton Gilmour	– WG7
Diana Helmrich	– WG8
Col McCallum	– for Director, FMS
Daphne McCurdy	– OHS Officer

**Guest** Lyn Tucker – Equity

### In Attendance:

Gavin Inglis	– Hazardous Substances Officer
Gail Creagan	– Return to Work Co-ordinator
Sarah Collister	– Secretary to committee

### Apologies:

Michael Eburn	– WG2
Mary Ditton	– WG3
Roley Piggott	– Dean, EBL
Michael Quinlan	– Director, FMS

### Outstanding item- Loading Dock

Interested members of the OHSSC met at the loading dock to discuss the area. After some deliberation a recommendation that ;

A letter from the OHSSC will be sent to the Vice-Chancellor to advise him that this area is non-compliant with Safety regulations and that consideration should be made to commission a redesign of the area to incorporate safety features that would include among other things safe access for those personnel affected by the positioning of the doorways at the back of the Lamble building.

## 2. Approval of Minutes

The minutes were accepted as a true representation of the meeting.

## 3. Business Arising

- a) Minutes from the OHSSC be placed on the website so that the whole UNE community could access the information. In addition committee representatives and their work groups will be posted. This is in hand.
- b) Contact was made with the CSIRO organization. There was an understanding that both parties needed to tighten up their administrative processes and documentation to avoid problems. This issue will be raised at appropriate meetings to advise those student and staff who work at the CSIRO site about the need to record their attendance on site.

- c) There was general concern about fire safety and fire extinguisher refill and replacement. The Manager of Safety and Security advised there are significantly more extinguishers than is legally required. The committee member representing WG 1 enquired whether there would be practical skill training for the use of fire extinguishers. He noted the system for notifying an emergency was not available to all students, with the colleges having to operate a different system. He stated that in SHES building he provides instruction to all new personnel on fire emergency response. He also asked that it is recorded that although it was stated that Fire would be an agenda item for this meeting that in fact it was not. (The Fire Safety officer is off sick)

The current arrangement for fire wardens and evacuation around the campus does not appear to be consistent in each area. This is an item for discussion with FMS under the general discussion about fire arrangements.

*Action point – discuss subject in local meetings and provide written response about suggested plans for each area in particular role and responsibilities of Fire Wardens. The Chair will organize a meeting with the Fire Officer and Manager Safety and Security for a response at the next meeting.*

#### **4. OHS Officer Report- *Daphne McCurdy OHS Officer***

A comprehensive report was issued prior to the meeting. The OHS Officer highlighted in particular the supervisor training for OHS, and advised that OD will develop a 2 hour course to be available for nominated supervisors. She also showed the Committee some safety posters that can be purchased if any area feels that they could be utilized in the working environment. The report contained a summary of the activities of OHS in 2005. Some progress items were not recorded as the OHS plan has still to be approved.

*Action point: OHS plan submissions in writing to the OHS officer by end March 2006.*

#### **5. Workers Compensation Report – *Gail Creagan Workers Compensation Coordinator***

The report was submitted prior to the meeting. Of particular note was the drop in claims over the last two years. This can be attributed to a proactive to approach from all personnel involved in this area.

#### **6. Hazardous Substances – *Gavin Inglis Hazardous Substances officer***

The Hazardous Substances Officer's report was issued prior to the meeting. The next target area is "what is put down the sink". We need to be diligent in this area. More to follow about this subject.

#### **7 Asbestos Health Surveillance – *OHS Officer***

No report was available at the commencement of the meeting. (the report is now available and attached to this document.)

#### **8 Working groups summary**

A number of emails and verbal reports were received by the Chair, no report from WG3 and the only item requested to be tabled was from WG8 re Loading Dock.

Each representative (who was at the meeting) advised the current situation in their reporting area. The representative from work group 8 advised that the new doors fitted as part of the Dixon library upgrade needed adjustment. FMS is aware of the concerns and has the case in hand.

## 10. BBQ

The Gazebo by the Tennis Courts (Sport UNE grounds) has been booked from 12.30 to 1.30 to allow as many participants as possible. Two dates were suggested either Friday 3 March or Friday 31 March. Preferences were to be advised to Sarah Collister by COB Monday 27 February 2006.

## 11. Newling

The Chair outlined four proposals for consideration-

- OHSSC has meeting with all stakeholders to consider their views.
- Create a new subgroup for workgroup 1.
- Create totally independent workgroup.
- Take no action.

The Director HRS stated that if a new workgroup was formed there may be some issues of financial accountability as the centre is used by a number of different cost areas.

*Recommendation - approach tenants other than UNE to set up meeting to discuss how best to move forward*

## Invited guest - Lyn Tucker Equity

Lyn Introduced two initiatives that have been put in place by the Equity department;

- Dignity and Respect in the Workplace Charter and
- The UNE Ally Network.

Laminated copies of the charter were available for members to take back to their areas. The UNE Ally network flyers were also made available.

The meeting finished at 11.00 am

The next meeting in the Lamble Conference room 9 February 9.30am

Meeting dates 2006;

6 April 2006, 8 June 2006, 10 August 2006, 12 October 2006, 7 December 2006.