

Minutes of the Meeting held on Thursday, 8 December 2005 Lamble Conference Room

Present:

Mike Creagan (Chair)	– WG6
Rowan Webb	– WG1
Michael Eburn	- WG2
Mary Ditton	– WG3
Leanne Lisle(for Ros Busby)	– WG4
Bruce Reeves	- WG6
Diana Helmrich	– WG8
Roley Piggott	– Dean, EBL
Naomi Nielsen	– Acting Director, FMS
Daphne McCurdy	– OHS Officer

In Attendance:

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

Apologies:

Ros Busby	-WG4
Clayton Gilmour	-WG7
Kristin Adair	– Director, HRS
Michael Quinlan	– Director, FMS

Absent:

Graham Bruce	-WG5
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The meeting was opened with Mike Creagan. He introduced himself as the new chair, and invited new committee members to introduce themselves.

2. Approval of Minutes

Point 3 (Loading dock door). The Chair questioned if this has been commissioned; otherwise the Minutes were accepted.

Action point – part of review of loading bay

3. Business Arising

- a) The new chairperson reviewed the previous one year's minutes. The issue of the safety of the loading dock had been raised on other occasions. WG 6 had brought suggestions to the meeting to rectify the immediate safety issues. Further comments had been raised through the Student Services about the general area of Lamble level 2. The Chair will write to the Director Student Services in connection with the safety issues associated with this area to ensure any building works will take into account the previously raised problems. This whole matter is likely to come within the remit of the Space Committee which is due to meet in early 2006 where a review of the Student centre would be made.

- b) The chair felt through reading through the minutes of previous meetings, communication with the working groups and the OHSSC was patchy. A suggestion to email the minutes to each member of the OHS working groups was made. It would be important to ensure that any documentation would be draft only until confirmation of the minutes is made at the next meeting.
- c) A suggestions was made to put the minutes on the Web for general UNE access. The issue of resources was made, with the Chair agreeing to discuss this matter with the Director Human Resource Services.
- d) If a delegate from a working group is unable to attend a meeting, please could a substitute be arranged.

Action point – The Chair to contact the Director Student Services (loading bay area) and the Director HRS (minutes on the Web).

4. Workers Compensation Report – Gail Creagan Workers Compensation Coordinator

This item was introduced advising the Committee that UNE had a new Workcover appointed provider. This arrangement will operate for one year, although after 6 months UNE can voice dissatisfaction which could trigger the contract being put out to tender.

A statistic related to a fall from height. The committee questioned this incident and was advised that this is Workcover terminology and in fact it was a small fall that resulted in a broken toe. The Committee requested that a full report using everyday terminology be used in the future. The OHS Officer offered to send the committee members copies of the classifications for recording incidents.

Action point- Use more understandable terminology to describe incidents on any future reports. OHS Officer to send information on injury descriptions.

5. Hazardous Substances – Gavin Inglis Hazardous Substances officer

The Hazardous Substances Officer's report was issued prior to the meeting. The changes in regulations were discussed. The Chair had a commitment from the Hazardous Substances Officer that UNE would be compliant with the new legislation by 1.9.06.

6. OHS Officer Report- Daphne McCurdy OHS Officer

The report was very comprehensive summarizing the recent election results amongst other things. The OHS Officer also highlighted points 8 and 9 in her report, although the issue of planning had been raised at previous meetings; OHS Management System and OHS Planning. There had been no feedback from the Work Groups regarding these two issues. The OHS Plan will be updated this year so feedback is requested.

An outside agency had prepared an example for UNE's use to assist in managing visitors to the various areas of the University. (a copy was distributed). It was decided to ask all work groups to discuss the feasibility of introducing such a system. The CSIRO have approached the OHS Officer to discuss the knowledge of UNE staff regarding health and safety issues. This was in response to UNE

staff and students visiting a CSIRO site and not announcing their presence. CSIRO were making an enquiry only.

Action point –all work groups to discuss the visitors on site handout and report back at next meeting. The Work groups to feedback to the OHS officer any issues that they would like to see in the OHS plan for UNE.

7 Asbestos Health Surveillance – OHS Officer

This amended report was distributed prior to the meeting. A discussion ensued about the issue of asbestos at UNE. The Deputy Director FMS advised the committee that the physical presence of asbestos on campus was being contained and that a monitoring system is in place. The larger issue of the health surveillance of those who have been or who have the potential to be affected by asbestos is the next area for discussion and recommendation. The group charged with this have not met. One member of this group has requested clear guidelines for the operation of this group. The member requested that the minutes reflect that the group guidelines/report provided to the meeting were complied by the OHS officer.

8 Working groups summary

The summary of the working groups activity was issued prior to the meeting.

Each representative (who was at the meeting) summarised their findings.

There were some issues that require further feedback;

- Fire extinguisher refill and replacement – FMS to investigate

- Design of the Lamble courtyard area – agenda item next meeting

- Fire evacuation in Sciences – poor response from the security team, FMS to investigate

- No recent fire drill in some areas of the university – fire safety an agenda item next meeting

Action point – Fire safety next meeting, Chair to write to Scott Norton reference fire extinguisher use training

9 Newling

In previous years this area has come under WG, WG7 & WG6, as part of their area of operation.

Newling is a heritage listed building with multi users. It is suggested that there be an additional work group to cover this building. Another suggestion was that it becomes a sub group of WG7 as the OHSSC member works there on two days a week.

Action point - chair to discuss with OHSSC member to ascertain feasibility of this proposal

10 PDS Audit – Daphne McCurdy - OHS Officer

The OHS Officer reported back to the meeting about the success of the audit and offered her thanks to all those involved to make the audit a success.

11 Policies - Daphne McCurdy - OHS Officer

The OHS Officer reported that the OHS Policy is now available through the HRS web site.

12 Social BBQ

There was a suggestion to organise a social BBQ. The group felt that during the early part of next year before the students arrived would be most suitable. All committee members, past committee members and their supervisors to be invited.

Action point – OHS officer to draw up a proposal and budget for approval.

One suggestion from the secretary to begin the meetings at 9.30 rather than 10.00am was accepted.

The meeting finished at 12.10 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.