

Minutes of the Meeting held on Thursday, 8 June 2006 Lamble Conference Room

Present:

Mike Creagan (Chair)	- WG6
Rowan Webb	- WG1
Michael Eburn	- WG2
Mary Ditton	- WG 3
Frank Leayr	- WG 4(for Ros Busby)
Diana Helmrich	- WG8
Daphne McCurdy	- OHS Officer
Roley Piggott	- Dean, EBL

In Attendance:

Gail Creagan	- Return to Work Coordinator
Sarah Collister	- Secretary to committee

Apologies:

Ros Busby	- WG4
Graham Bruce	- WG5
Clayton Gilmour	- WG7
Kristin Adair	- DIR HRS
Michael Quinlan	- Director, FMS

2. Approval of Minutes

The minutes of the previous meeting were accepted as a true reflection the meeting.

3. Business Arising

- The Chair advised the group that he had received a letter from the VC as a response to the Committee's concern surrounding the loading dock area. The VC was sympathetic to the issues and advised that, after consultation with Mike Quinlan, the area would be included in the architects brief for the back of the Lamble building.
- Following the request from the Chair for feedback from each working group about fire arrangements, the Chair advised that there were some outstanding. He requested that the missing ones be submitted in the next two weeks. There will then be a clearer picture about the emergency warden arrangements around the University.
- As there was no response from the Working Groups about the BBQ, on this occasion it was called off. The OHS Officer volunteered to look into a closer site and when a suitable date and time could be arranged.

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

- The OHS Officer in addition to the points in her report was concerned that Mary White College, Austin College and the Student Centre had no trained personnel to stand as an OHS representative. One of the difficulties seemed to be the availability of staff to attend the WorkCover accredited training course. The OHS Officer has rescheduled for July. On these days the training will cover Day 3 and Day 4 of the training matter required to obtain accreditation. The July attendees will need to come to the an additional 2 days or October training to receive the other half of the training.
- The OHS Officer handed out an information sheet for the WorkSafe awards. She asked OHS representatives to look at the criteria and contact the OHS officer their Working group members have an application may be relevant.

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

In addition to the report the Workers Compensation coordinator mentioned that personnel from Talent 2, our HRIS computer software company, would be coming to the University on 14 and 15 June to begin implementing the OHS module from the software program.

6. Working groups' summary

The Chair reported all Working groups had submitted their reports prior to the meeting with the exception of WG1.

The representative from WG1 gave a verbal report. This covered issues about fire training. The fire warden was contacted and a draft report was tabled by the Officer for comment from other universities.

- The representative from WG3 had a particular concern about the duties of Working group representatives. There is a need to look at what the OHS representative does.
- Some concern was felt about the use of small heaters at individual desks with the current spell of very cold weather. All these appliances must be tagged and tested. Old equipment or equipment with frayed cords etc should not be used.
- One comment was received about vaccinations and exposure to potentially deadly disease (Q Fever). It was noted that it is an issue that should be covered by the risk identification mechanisms operating at UNE .

Action point: The OHS officer will report back to the next meeting about the general obligations in this area

7. Feedback Emergency Wardens

In response to the issues of fire training, evacuation, compliance and history of how the University has dealt with this issue, the Chair will organize a working party consisting of the Fire Warden, OHS Officer, Campus Services Manager and the Director Facilities Management Services.

Action point; The Chair will report back for the next meeting.

8. Courtyard issues

There is still some concern about the overall safety and design of this area. Of particular note are the stairs down to the Credit Union shop. Lighting and uneven surfaces are other considerations.

9. Newling

In principle Bill Oates has agreed to act as the OHS representative, until the next round of elections later this year. He has had difficulty arranging cover to attend the training sessions. An employee from UNE Partnerships has agreed to act as secretary, again until the election process happens.

The meeting finished at 10.20 am

The next meeting in the Lamble Conference room 10 August 2006 at 9.30am

Future meetings 12 October 2006, 7 December 2006.