

Minutes of the meeting of the Occupation Health and Safety Strategic Committee held at 9.30 am on Thursday, 9 August 2007 in the Conference Room, TC Lamble Building, University of New England

PRESENT:

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| Bronwyn Pearson | Acting Director, HRS |
| Michael Quinlan | Director, FMS |
| Daphne McCurdy | OHS Officer |
| David Tucker | On behalf of Margaret Sedgley |
| Rowan Webb | WG1 |
| Roslyn Busby | WG4 |
| Fran Cuskelly | WG5 |
| Bruce Reeves (Acting Chair) | WG6 |
| Clayton Gilmour | WG7 |

IN ATTENDANCE:

Gail Creagan, Workers' Compensation
Gill de la Motte, NTEU
Lisa Allen (Secretary)

1 APOLOGIES

Apologies were recorded from Professor Margaret Sedgley (the Committee noted David Tucker's attending in her stead), Mary Dittton and Michael Eburn. The Committee also noted that Michael Eburn had resigned from the Committee and advised that John Kellett would be acting as the Committee representative.

2 ADOPTION OF UNSTARRED ITEMS

Items 3.2.4, 5.6, 7, 8 and 9 were starred for discussion.

3 MINUTES

3.1 CONFIRMATION OF THE 21 JUNE 2007 MINUTES

The OHSSC resolved:

THAT THE MINUTES OF THE MEETING HELD ON 21 JUNE 2007 BE CONFIRMED AS A CORRECT RECORD OF THE MEETING WITH THE FOLLOWING AMENDMENT:

“2.2.1 EMPLOYEE REPRESENTATION AND FACULTY MENTORS

“...that Professor Margaret Sedgley had accepted the role as Management Representative on the Committee.”

3.2 BUSINESS ARISING FROM THE 21 JUNE 2007 MINUTES

3.2.1 EMPLOYEE REPRESENTATION AND FACULTY MENTORS
(Item 2.2.1 of Minutes 21 June 2007)

UNSTARRED ITEM.

3.2.2 SITE SPECIFIC INDUCTION (Item 7.1 of Minutes of 21 June 2007)

UNSTARRED ITEM

3.2.3 ANIMAL HOUSE CAR PARK (Item 4.4.4 of Minutes 21 June 2007)

UNSTARRED ITEM

***3.2.4 SMOKE FREE WORKPLACE POLICY** (Item 2.2.3 21 June 2007 Minutes) (Please note that this item was incorrectly numbered on the Agenda as item 4.)

It was agreed that there would be no change to the policy until it was next due for review. Work Groups would advise their areas of the intention to amend the smoking distance from entrances from 3m to 10m and discuss implementation issues.

4 MANAGEMENT REPRESENTATIVE REPORTS

4.1 OHS OFFICER REPORT

UNSTARRED ITEM

4.2 DIRECTOR – FMS REPORT

UNSTARRED ITEM

5 WORK GROUP REPORTS

The Chair advised Work Groups that only issues that are not able to be resolved by the usual reporting lines should be brought to the OHSSC meeting for resolution. Work Group reports are to advise the Committee of general issues that have been dealt with and should require no action unless specifically requested. If members have nothing to report then advice as such should be conveyed. Minutes should not be forwarded to substitute reports.

5.1 WORK GROUP 1

Rowan Webb advised the Committee that he was elected as Chair of WG1 and Chris Lyle elected as Secretary.

Daphne McCurdy advised that Work Group 1 is due to hold an election and re-elect a Committee from the new School structures in September. The Committee recognises the difficulties associated with electing new members to the Work Groups under the reorganisation, however an election still must take place. The Chair also requested that the meetings be structured and minutes recorded.

Daphne McCurdy will assist Rowan Webb in canvassing interested persons to serve on the Committee.

5.2 WORK GROUP 2

UNSTARRED ITEM

5.3 WORK GROUP 3

UNSTARRED ITEM

5.4 WORK GROUP 4

UNSTARRED ITEM

5.5 WORK GROUP 5

UNSTARRED ITEM

***5.6 WORK GROUP 6**

Bruce Reeves presented photos on the courtyard redevelopment and the Committee discussed ways in which the area can be made safer and did not impact on building regulations and the disability access to the area. It was agreed that Michael Quinlan would investigate the possible use of Yellow Safety tape, additional handrails and taller plants at the top step and would report back to the next meeting.

5.7 WORK GROUP 7

UNSTARRED ITEM

5.8 WORK GROUP 8

UNSTARRED ITEM

6 WORKERS' COMPENSATION OFFICER REPORT

UNSTARRED ITEM

***7 AWARDS**

The Committee noted the nomination of Debbie Simmons of Duval, Drummond, Smith.

It was agreed that Debbie Simmons be presented with an award for use of a mixing station to dilute concentrated chemicals.

Daphne McCurdy notified the Committee that Work Cover NSW Safe Work Awards accepted the Mail Room's application.

***8 TRAINING**

Daphne McCurdy advised that the next three First Aid courses would be held on 28 August 2007, 11 September 2007, 25 September 2007 and that there needed to be at least 6 people attending to run the course. She also advised that the University now has 1 Chemgold trained person and advised that Richard Greenwood was coming to do a day's lecture with CSIRO and requested Work Groups advise whether they required his services.

***9 OTHER BUSINESS**

9.1 EMISSIONS FROM PHOTOCOPIERS

Daphne McCurdy advised that she had uncovered research by a QUT academic into emissions from photocopiers/laser printers and that she had subsequently put forward a series of questions to be answered. She is still waiting a response. Ms McCurdy considers this issue to be relevant at this time where we are changing across to multi-function devices. She reported that photocopiers need to be in well ventilated areas. Bruce Reeves advised that the old stand alone printers, faxes and photocopiers will be phased out of use and this will help manage emissions. Areas may need to provide substantiation to purchase toner for these old machines. Ms McCurdy did advise however, that the new multi-function devices don't appear to have the same emission issues.

Rosslyn Busby advised that an exhaust system was being installed where the photocopier is housed in her area to combat this issue.

9.2 DANGEROUS GOODS

Daphne McCurdy advised members that David Tucker has been appointed to get a licence to manage security sensitive dangerous goods.

10 NEXT MEETING

The next meeting of the Occupational Health and Safety Committee will be held on Thursday 11 October 2007 at 9.30am in the Lamble Conference Room.

The meeting closed at 10.30 am.