



*examples of what he viewed as a lack of communication of such Risk Assessments during the various moves of ArchPal around campus. He said that, when ArchPal moved from their old building (since then, relocated to the end of the Milton building) to C06, there was no documentation of any Risk Assessment, no accurate building plans, not even the gas and water isolation points were handed over to new occupants; he had developed such plans for the archaeology building. Similarly, when ArchPal moved from C06 to E1-5 there were no Risk Assessments documented, the plans for E1-5 were inaccurate and needed ongoing corrections. Now, with staff moving into C02, some staff knew the location of power points and water taps, but the project user group were not given the Risk Assessments. Rowan said that there was no evacuation plan which stated the location of Assembly Areas or portable fire extinguishers. In each case, no Risk Assessment process had been made known to the occupants by FMS.*

4.4.4.1. paragraph 4: delete 'C002' and insert 'C02'.

The Chair accepted these amendments.

Rowan also requested amendments to Item 7.1. The Chair asked the OHS Officer if there were issues with the suggested amendments to Item 7.1. The OHS Officer responded that some issues associated with this Item were *sub judice* and 7.1 could not be discussed further. Rowan made a number of attempts to raise this item, but was asked to desist each time.

The Chair said that he had checked his original notes of the meeting of 12 June 2008, the draft minutes and that in his opinion, the committee needed to be guided by the professional advice of the OHS Officer that these matters cannot be discussed given the pending court case.

The OHS Officer moved the motion that the OHSSC confirm the draft minutes of the 12 June 2008 meeting (emailed to committee representatives Monday, 11 August 2008), subject to the above amendment to Item 4.4.4.1.

The Chair seconded the motion by the OHS Officer. The motion was carried by the Committee with one dissention (Rowan Webb).

The OHS Officer said that Rowan was free to raise matters in Item 7 Other business as long as they did not relate to Item 7.1 in the draft minutes of 12 June 2008.

The Chair asked the OHS Officer whether the Committee could discuss Item 7.1 in more detail after the court case. The OHS Officer responded in the affirmative.

Rowan stated that the OHS Officer would protect the University to the detriment of staff. Vicki Anderson (Director of the OHS Officer), emphatically rejected this accusation and stated that she had never witnessed such a bias.

### **\*3.2. BUSINESS ARISING FROM THE 12 JUNE 2008 MINUTES**

#### **\*3.2.1. Issue 4.3 Freeze cores**

Rowan clarified that this item actually refers to 'coring pipes'. They consisted of 6 m-long PVC and metal pipe. For a number of years,

the pipes had been located under the E1-5 building. Rowan said that the area was locked so Bob Hayworth (the lecturer who was responsible for the pipe) had not been able to retrieve them before he went overseas.

The OHS Officer informed the Committee that she had discussed this Item with Mike Quinlan, Rowan Webb, Craig Munro and Craig Dussart. Mike Quinlan had told her that after the 12 June meeting when the issue was raised, he asked Rowan to talk to FMS staff about relocating these because FMS staff had the appropriate PPE and the area was known to contain asbestos. The asbestos has been removed and the building is now being demolished. The whereabouts of the pipes is unknown at this stage. The OHS Officer said that Craig Dussart will look for the pipes and if he finds them, he will move them to building W21. It is possible that the pipes have been dumped.

**\*3.2.2. Issue 4.4.4 Consultation on new projects & signage for building C02**

The Chair asked whether this Item needed action.

Rowan responded that the evacuation plans were up, but only one Assembly Area had been identified and it wasn't the ideal site because it isn't uphill and upwind of the building. Additionally, the evacuation maps were located in the middle of corridors and not at the exits. He had mentioned this to FMS.

**\*4. REPORTS**

**\*4.1. OHS OFFICER'S REPORT**

The OHS Officer presented her written report and provided clarification of issues.

Leanne asked if representatives could be re-elected for a second term. The OHS Officer responded that this was completely acceptable and in fact, highly desirable.

The OHS Officer commended Leanne Lisle for her work in conducting benchmarking inspections for the Faculty of Arts and Sciences. The whole of the Sciences will be inspected in the coming months. These are quick assessments to identify any issues of concern.

The OHS Officer suggested that a Sub group be initiated to invite recommendations from personnel who work alone and to develop policy for working alone. Rowan said that in areas such as Chemistry and Physics, people are often working late in laboratories and are therefore working alone and it's difficult to develop policy that covers all scenarios. The OHS Officer asked Rowan if he is volunteering to serve on the Subgroup. The OHS Officer suggested that this be raised in Other Business if the Committee wanted to discuss this issue further.

A Sub group is being established to investigate the range of aviation-related activities (both fixed-wing and helicopter) undertaken by staff to determine if current insurance arrangements are acceptable. Work Groups are encouraged to inform the OHS Unit of the aviation-related activities undertaken by members.

The OHS Officer sent out the annual 10-question survey to Work Groups. Three Work Groups are yet to respond. The feedback will be collated once these responses are received. Where responses have not been received, the OHS Officer will send the survey to another member of the Work Group.

Rowan asked Daphne to resend the survey to him.

The OHS Officer responded that she wasn't sure if WG1 had responded and will need to check her records, but would resend the survey once she had done this.

#### **4.1. HRS REPORT**

No report was tabled.

#### **4.2. FMS REPORT**

Mike Quinlan was absent and no report was tabled.

#### **\*4.4. WORK GROUP REPORTS**

##### **\*4.4.1. Work Group 1.**

Work Group 1's report was received at this meeting.

##### **4.4.1.1. Working alone**

Rowan spoke to this Item. Work Group 1 has discussed available hardware to mitigate risks associated with working alone. Work Group 1 recommended that a WG1 representative be on the Working Committee to develop a 'working alone' policy.

##### **4.4.1.2. Stairwell in north-west corner of building of Arts Building**

Rowan spoke to this Item. The balustrade on the stairwell in the north-west corner of building Arts is a safety hazard for children. The building is 3-storeys high. Work Group 1 recommends a Perspex barrier be mounted over the balustrade.

The Chair asked whether Work Group 1 had taken this request to FMS.

Rowan responded in the negative. They had sent it to the OHS Officer who suggested that a goods lift be installed in that stairwell. Rowan suggested that a goods lift will be aesthetically displeasing to those who use the buildings.

The OHS Officer responded that this issue had been identified some time ago and that she had spoken to the Dean on this topic. She thought the issue had been addressed. She forwarded specifications of various economically-viable material handling lifts to the Dean. There is a concern with the manual handling of equipment and boxes up 3 stories.

The Chair said that there were two issues: the immediate safety issue and the long-term manual handling issue. Using Perspex panels over the balustrade is a short-term solution to the safety risks.

The OHS Officer said that fitting a mid rail and a toe rail to the balustrade would also address the immediate safety concerns.

Rowan said that the building contained a wheelchair access ramp to the third storey.

The OHS Officer responded that the wheelchair access ramp was non-compliant as it lacked flat landings and the ramp only went to the second storey.

The Chair recommended that Work Group 1 act to immediately resolve the safety issues of the balustrade.

#### **4.4.2. Work Group 2**

John Kellet was absent so the escalated issues identified in the agenda will be discussed at the October meeting of OHSSC.

#### **4.4.3. Work Group 3**

No report, no minutes received.

#### **\*4.4.4. Work Group 4**

Leanne spoke to this Item. After discussions within Work Group 4 and with other Work Groups, Work Group 4 recommends that a university mobile phone be purchased for the OHS Officer. Leanne suggested that if the mobile phone only received calls, the cost would only be for the purchase of the phone.

The OHS Officer responded that she had requested a mobile phone in the past and had been concerned enough to buy her own phone while on leave overseas. However, as the purpose of the phone was to facilitate the OHS Unit's response to issues as they arise, a phone that couldn't ring out was of limited use as she then couldn't deal with issues immediately and effectively. Additionally, staff needed to be aware that having a mobile phone did not guarantee that she would always be available to answer it.

Rowan suggested that the university use a telephone tree similar to that used for first aid.

Vicki stated that as Head of the OHS Cost Centre, she was very happy to authorise a mobile phone for Daphne with both incoming and outgoing calls. However, guidelines will need to be supplied for the use of the phone so that staff are aware that the OHS Officer is responding to issues as soon as possible, but that immediate response cannot be guaranteed.

The OHS Officer stated that she is happy to have a mobile and thanked Leanne for raising the concern.

**4.4.5. Work Group 5**

Nothing to escalate.

**4.4.6. Work Group 6**

Nothing to escalate; working on the smoking issue.

**4.4.7. Work Group 7**

Nothing to escalate.

**4.4.8. Work Group 8**

No report; no minutes received.

**4.5. WORKERS' COMPENSATION OFFICER REPORT**

Report is attached.

**4.6. TRAINING AND AWARDS REPORTS**

**4.6.1. Training**

The OHS Officer explained that a new "3-hour OHS for Managers and Supervisors course" presented to managers and supervisors in the Student Centre on 6 August 2008 is not the same as the WorkCover-accredited OHS Risk Management for Supervisors and Managers which no longer exists. The new short course can be adapted for managers and supervisors of other Cost Centres if required. There is no cost for the course.

**\*5. ESCALATED ISSUES**

- \*5.1. Computer lab signage (WG 2)**
- \*5.2. On-going training for OHS representatives (WG 2)**
- \*5.3. Best practice in online teaching (WG2)**

See Item 4.4.2. Postponed to the next meeting.

## **6. ONGOING ISSUES**

The Chair asked why Item 6. Ongoing Issues was not always started.

The OHS Officer replied that these issues are awaiting feedback, so no progress can be made by discussing them now. However, having an agenda item that identifies these issues prevents them from being forgotten. She highlighted the loading dock in Lamble as an example. They will be discussed once all relevant information is received and collated.

### **6.1. Emergencies**

See Item 10.1, February 2008 Minutes.  
Training conducted 30 July 2008.

### **6.2. Volunteers**

See Item 10.2, February 2008 Minutes.  
Awaiting feedback.

## **\*7. OTHER BUSINESS**

### **\*7.1. Site-specific inductions**

See Item 7.1, June 2007 Minutes.

The OHS Officer sent out forms to determine what representatives do for site-specific inductions within their own areas. She is waiting for feedback from several areas.

The OHS Officer has organised a sample induction video that is generic for lecture theatres; this refers to the multimedia map identifying pathways that comply with AS 1428. She arranged for John Kellet and Rowan Webb to be filmed for their particular areas. John did, but wasn't satisfied with the result. Rowan didn't get back to Steve Diluzio to set a time to do the filming. The OHS Officer has suspended this aspect and concentrated on the generic induction video. The generic induction video for lecture theatres awaits final editing.

### **\*7.2. Review of Work Groups**

The Chair asked the Committee to consider a review of Working Groups as Working Groups 3 and 8 are dysfunctional. He asked the OHS Officer to comment on this matter.

The OHS Officer said that Working Group 3 was in the areas of health and education. Currently, the issues facing WG 3 are that the group lacks sufficient numbers of representatives, representatives lack training and the group lacks management support including from senior management. It may be advisable to split the Work Group so that health and education have separate OHS work groups.

The Chair asked what the Committee can do to encourage HoS support for the Working Group. Leanne suggested that the Dean needs to be involved, as Working Group 4 has had good results since the Dean has supported their Work

Group. Vicki said that she and the OHS Officer will endeavour to gain the support of senior management.

The OHS Officer said that Working Group 8 consists of Dixon library and ITD. Issues identified for the dysfunctionality of this Working Group include a perceived lack of commonality between library and ITD staff and the time pressures on ITD staff preventing them from serving on the Working Group. It may be advisable to split ITD from the Library.

The Chair moved a motion that the OHSSC reviews Work Group arrangements as these were determined in 2002 and are overdue for review. Rowan Webb seconded this motion.

**\*7.3. Removal of asbestos**

Legislation requires contractors to be licensed separately for disposal of friable and bonded asbestos. With the demolishing of SHES, staff witnessed contractors breaking fibro and disposing of it in a skip bin. Staff were concerned that the fibro contained asbestos. Clayton Gilmour (WG 7) will follow this up with Craig Dussart. After a staff enquiry, the OHS Officer spoke to FMS about signage surrounding the work site. FMS checked the site and adequate signs were in place.

**\*8. NEXT MEETING**

The next meeting of the Occupational Health and Safety Strategic Committee will be held on Thursday, 9 October 2008 at 9:30 a.m. in the conference room of the TC Lamble Building.

For the information of members, the 2008 OHSSC meeting dates are as follows:

11 December.

**MEETING CLOSED AT 10:41 A.M.**

**THE UNIVERSITY OF NEW ENGLAND**