



**\*4.2. BUSINESS ARISING FROM THE 14 AUGUST 2008 MINUTES**

**\*4.2.1. Review of Work Groups**

The OHS Officer consulted Work Groups about proposed changes to their structure. As a result of this consultation, WG 8 has now been split into WG 8A (Library) and WG 8B (ITD). WG 8A and 8B determine between them who they send as the representative to the OHSSC. WG 7 has not changed. WG 6 is joined by TLC and SportUNE. Oorala joined WG 6 previously. Given its size, WG 6 will now have between 5-15 representatives. WG 5 has lost Sport UNE and now comprises the conference centre and colleges. Barb Shaw will make OHS a standing agenda item on WG 5 management committees. WG 3 will be split into two subgroups: Health, the anatomy labs and the medical centre will comprise 3A subgroup, and Yarm Gwanga and Education will comprise the 3B subgroup. WG 2 has not changed as it currently operates well.

WG 1 has not functioned properly until the end of last year. It comprises the Arts building, Psychology and what was SHES. The OHS Officer consulted Psychology staff and they wish to stay together (i.e. Howie wing is not separated). Building C2 staff (Geography, Planning, Archaeology and Palaeontology) are very positive about joining WG 4.

Current WG 4 members don't want to have a big Work Group, but accept that C2 should join WG 4. WG 4 currently comprises the Sciences, C2 and Maths and Computer Sciences. It was decided to wait on further discussion of this until Leanne Lisle returns from leave.

It was suggested that the Science Engineering Workshop (SEW) move to WG 7 with FMS, the Motor Pool and the Printery. However, Andrew reported that SEW does not wish to change from WG 4 as they see their key role aligned with the Sciences and not in their geographic location near WG 7. Mike argued that it wasn't so much an issue of geographical location, but of similar work conditions and that as SEW face similar work environments and OHS issues as WG 7, they should develop similar solutions to those problems. Mary said that SEW had two boundaries: their role in designing equipment for the Sciences and making sure that it was used safely by Sciences which was aligned with WG 4, and the OHS issues SEW faced internally in their work practices, which was more aligned with WG 7. After some discussion, the Chair recommended that SEW and WG 7 continue to liaise to resolve common OHS issues. The Chair asked the OHS Officer who decided the composition of Work Groups. The OHS Officer answered that management decided this, but in consultation with staff so that group composition was logical and workable. Different Work Group compositions could be trialled and the OHSSC could make recommendations. It was decided to support further discussion between SEW, WG 4 and WG 7 to resolve this.

**\*5. REPORTS**

**\*5.1. OHS OFFICER'S REPORT**

The OHS Officer tabled her written report. The draft Checklist 4.15J was tabled. See Item 7.3 for discussion on the finished CD on theatre safety.

**5.2. HRS REPORT**

Vicki Anderson was absent and no report was tabled.

**5.3. FMS REPORT**

Mike Quinlan reported on current FMS projects:

- (1) Demolition of the old SHES buildings is 50 % complete.
- (2) The glasshouse project is well underway. Once the new glasshouses are constructed, the old glasshouses at the back of Physiology will be demolished and the site contoured and grassed: demolishing will involve asbestos removal.
- (3) A grandstand will be built at Bellevue Oval.
- (4) SportUNE will undergo a \$4.5M expansion and refurbishment. FMS will work with SportUNE to manage disturbance to services during the construction phase.
- (5) The refurbishment of Lewis Lecture Theatre is currently in the tender process. This includes the removal of the pathway between Stokes building and TLC, which currently becomes icy during winter.
- (6) Pathways linking C2 to the Union courtyard are finished, including lighting.
- (7) The installation of lighting and security phones in the Northern Carpark will be finished in 3 weeks.
- (8) FMS has finished a survey of contaminated lands on UNE's rural properties, focussing particularly on identifying old sheep dips. These sheep dips will be rehabilitated in line with legislative requirements.

**\*5.4. WORK GROUP REPORTS**

**5.4.1. Work Group 1.**

No report was received.

**\*5.4.2. Work Group 2**

John Kellett spoke to four escalated issues (Items 6.1, 6.2, 6.3 and 6.4).

**5.4.3. Work Group 3**

No report was received.

**5.4.4. Work Group 4**

Nothing to escalate.

**5.4.5. Work Group 5**

No report was received.

**5.4.6. Work Group 6**

Nothing to escalate. Note: the agenda incorrectly stated WG 6 was reporting on an escalated issue. The Chair asked whether a list of all members of OHS Work Groups could be included on the OHS website. The OHS Officer answered that this would be included on the updated website and that she was being trained in CMS so that she could update the website herself.

**\*5.4.7. Work Group 7**

Clayton Gilmour spoke to the escalated issue (Item 6.5).

**5.4.8. Work Group 8**

Nothing to escalate.

**5.5. WORKERS' COMPENSATION OFFICER REPORT**

A written report was tabled.

**\*5.6. TRAINING AND AWARDS REPORTS**

**\*5.6.1. Training**

The OHS Officer is running an OHS Consultation course on the following dates: -

Day 1 - 19 November 2008	Day 3 - 3 December 2008
Day 2 - 20 November 2008	Day 4 - 4 December 2008

Other dates available are 5-6 November 2008

**5.6.2. Awards**

Leanne Lisle was awarded an OHS Achiever Award for her commitment and promotion of OHS in the Faculty of Arts and Sciences.

**\*6. ESCALATED ISSUES**

**\*6.1. Computer lab signage (WG 2)**

John Kellett spoke to this Item. He has discussed this with the OHS Officer and is happy with the resolution. John noted there was some confusion over what the actual issues to be escalated were.

**\*6.2. On-going training for OHS representatives (WG 2)**

Academics are using computers more given the increases in online teaching. This raises the issue of ergonomics and prevention of computer-related RSI. WG 2 would like staff to receive ongoing training on ergonomics and safe work practices, possibly delivered through the ODU. Mary suggested that this may be a good topic for a safety video. The OHS Officer agreed and said that she would be happy to provide training to all staff but the Work Groups needed to organise training times. Mary suggested that generic training could be provided on the prevention of computer-related injuries as bi-monthly lunch-time training as part of the ODU program. The OHS Officer said that the biggest

problem was that staff were not submitting incidence reports. The message needs to be clear that computer-related injuries can be permanent and that staff need to take regular breaks, use equipment properly and minimise keyboard use by using voice recognition programs such as “Dragon Speaking”. John said that he is happy with the suggestions.

**\*6.3. Security phones in the EBL building (WG2)**

John reported that there were no security phones in the EBL building. This is not a security issue as the building is access-controlled. However, there is no access to phones for emergencies, particularly during weekends, when nearby offices may be empty. WG 2 requests a couple of phones placed strategically in the building and signs identifying the locations of these phones. Mike asked whether there had been any incidences requiring the use of a security phone.

The OHS Officer said that there had been a couple of serious incidences about two years ago. Mike said that security phones (with a direct line to the Safety & Security office) were located in on major pathways, in carparks and on-route to the colleges. FMS determine the location of security phones by the history of incidences at that particular place. Mike, the OHS Officer and John will discuss this further.

**\*6.4 Lighting in the St Mark’s Chapel carpark (WG 2)**

The St Mark’s Chapel carpark is owned by the Anglican Church, but is used by UNE staff. It is not currently lit and is a hazard at night due to uneven ground and personal safety issues. WG 2 requests that lighting and a security phone be installed. Mike answered that UNE spent \$4M on carparks and is systematically working through the carparks on campus. However, because the Chapel carpark is not owned by UNE, FMS is concentrating its efforts on UNE-controlled carparks. The Chair asked whether UNE was earning money from staff parking in the Chapel carpark. Mike said that UNE was earning money from the carpark, but did not control it. The Chair asked whether this was an issue of jurisdiction and whether UNE was obliged to install lighting in this carpark. The Chair recommended that this become an “on-going issue” and that the OHS Officer and FMS work out jurisdiction and UNE’s legal obligations.

**\*6.5 Maintenance reporting requirements (WG 7)**

Clayton Gilmour spoke to this Item. Work Groups are reporting maintenance issues as OHS issues to FMS. There have been about 20 cases of this during the last month. Work Groups need to ring the maintenance helpdesk for things like flickering lights, which can be fixed quickly, rather than report this as an OHS issue. Mike endorsed Clayton’s request and suggested that this be addressed during the OHS training so that Work Group representatives are very clear about the differences between maintenance and OHS issues. The OHS Officer said that a significant proportion of the issues crossing her desk were maintenance related, rather than OHS.

Comment was made that often maintenance issues are only identified or reported at the time of inspection. Maintenance item should be identified as they occur and staff should not wait until inspection to report ongoing issues. John stated that it is his view that maintenance issues can become OHS issues and it is correct to include them in an inspection report. The OHS Officer is creating a checklist of BCA-relevant issues to guide OHS inspections (approx 6

weeks). The Chair recommended that Work Groups reconsider the process for addressing OHS and maintenance issues and, rather than start at the top, ring maintenance to see if the issue can be resolved quickly.

## **7. ONGOING ISSUES**

### **7.1. Emergencies**

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

### **7.2. Volunteers**

See Item 10.2, February 2008 Minutes.  
Awaiting feedback.

### **\*7.3. CD on Theatre Safety**

The OHSSC watched the video on Theatre Safety and was impressed by the professionalism of the finished product. The Chair asked if site-specific inductions were to be done after this general induction and who would do these. The OHS Officer replied that lecturers should do their own site-specific inductions after the video. Mark asked when the video should be shown. The OHS Officer answered that the video should be shown at the beginning of semester, but the video will be freely available for repeats at the lecturers' discretion (e.g. for Residential Schools). Mary suggested that the video be shown continuously at the Bistro during O-week (and/or during induction). John suggested that the video should be on the website for new students and new staff. Rowan said that the video was good for a general induction but he recommended site-specific inductions still be given. The OHS Officer said that if staff needed specific inductions for their areas, they should talk to her as there is some money to create a video for specific laboratory areas. The OHS Officer said she believed that UNE was the first University in Australia to have a general induction video. Mary suggested that an area-specific video be created for Biology, covering the labs and animals, and another video be created for Physical Sciences covering outdoors risks.

## **\*8. OTHER BUSINESS**

### **\*8.1. Lighting in the Eastern Carpark**

Rowan said that he'd had a request from outside the University regarding shielding of floodlights in the Eastern carpark. Mike answered that this was the next carpark project and will involve changes to the lighting. This should resolve this issue.

### **\*8.2. Training for OHS representatives**

The OHS Officer requested that Work Groups encourage their representatives to undertake the OHS training. This was endorsed by the Chair, who also asked whether management representatives needed to do the training as well. The OHS Officer answered that management representatives do need to do the training and most have done so already.

**\*9. NEXT MEETING**

The next meeting of the Occupational Health and Safety Strategic Committee will be held on Thursday, 11 December 2008 at 9:30 a.m. in the conference room of the TC Lamble Building.

For the information of members, the 2009 OHSSC meeting dates are as follows:

12 February 2009  
9 April 2009  
11 June 2009  
13 August 2009  
8 October 2009  
10 December 2009

**MEETING CLOSED AT 10:51 A.M.**