Minutes of the meeting held on Wednesday, 13th June 2007 at 2.00 pm in 40.338

ATTENDANCE:
Louie Athanasiadis, Debbie Critcher, Cheryl Blissett, Greg Kerr (Chair).

1. APOLOGIES: Lena Ivancevic, Elizabeth Cuthbert, Michael Negandahl, Kelly McGrath,

2. Confirmation of Previous Minutes
The minutes for the meeting of 14th March 2007, a copy being provided to committee members and posted on the Commerce Faculty website, were confirmed as a true and correct record of proceedings.

3. Business Arising from Minutes of 14th March 2007
   - Communication of Evacuation Procedures to Satellite Campuses
   
   THAT the correspondence from Kelly McGrath of 11th May 2007 advising that satellite campus staff will communicate evacuation procedures to students and the form advising of such communication be forwarded to GSB

   - Room 30:111
   
   NOTED that an inspection of Room 30:111 has been undertaken by the chair of the committee and that in view of this room being a common teaching room more emergency signage may be required.

   THAT the Chair is to report this matter to OH&S for further assessment.

4. General Business

   4.1 Review of Committee Membership
   4.2 Review of Building Wardens’ Details
   4.3 Review of First Aid Officers’ Details

   THAT the current details of membership are shown in the following tables.
THAT a request be made for Helen Hamman to be a representative of the Research Wing and that the Deputy Dean be approached about a representative from the third floor of Building 40 to a member of the committee.

THAT the student member of the OH&S Committee be confirmed.

THAT in view of personnel transferring to Commerce Central as shown above, Lois Athanasiadis and Greg Kerr discuss the recruitment of representatives from Accounting and Economics to the committee with the Deputy Dean.
4.4 Incident/Hazard HIR-07-0218 - Date Reported 24 April 2007

**NOTED** that advice had been received that corrective action has been taken to rectify flooding of third floor office areas in periods of heavy rain.

4.5 Biannual Survey

**NOTED** that the biannual survey is to be submitted to OH&S on 14th June.

5. **Other Business**

5.1 Office Inspections

**THAT** an inspection of the Research Wing takes place at 9am Thursday 14th June 2007.

5.2 Fire Doors in Level 1 Building 40

**THAT** an incident report be logged to ensure that these doors are functioning correctly.

5.3 Alarms – Building 40

**THAT** the chair advise the next OH&S Committee of the current procedure for fire units to attend an alarm at building 40.

5.4 Next Meeting

**THAT** the next meeting is scheduled for 2pm on Wednesday 12 September 2007 in room 40: 338

The meeting was declared closed at 2.35 pm.

Greg Kerr
Chair