Minutes of the meeting (2/2007) of the Workplace Advisory Committee held in Room 8.G08 on Tuesday 17th April 2007, at 2.30pm.

Attend:
Ron Marshall (Chair)  Ellen Manning
Joanne George  Chris Lukey
Roma Hamlet  Kristin Carpenter
Jade Kennedy  Peter Wypych
Kosta Konstantinov  Greg Tillman
Ian Laird

1. Preliminary Business
1.1 Apologies - Chris Lukey, Alex Remennikov, Brian Monaghan

1.2 Confirmation of Previous Minutes – 1/2007
Confirmed.

1.3 Action from Previous Meeting – progress reports

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<tbody>
<tr>
<td>1</td>
<td>Burning Smell in 4.142</td>
<td>Fumaces being cleaned by ramping temperature</td>
<td>21/2 – Ron Marshall to investigate need for exhaust system. ISEM users to determine likely components creating smell for hazardous substances by doing SWPs for furnaces. 4/4/06 – Minor works proposal has been submitted for exhaust fan. To be followed up. 18/7 – Minor works proposal was not approved by Blds &amp; Gnds. Minor Works Proposal to be given to Dean for follow-up with DVC (Operations). 29/8 – On Minor Works list for 2007 5/12 – Ongoing 27/2/07 – Fume extraction on Minor works for 2008. SWP for furnaces to include fume warning. 17/4 – Email sent to all users</td>
<td>Complete</td>
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<td>2</td>
<td>Back Strain Injury</td>
<td>Area in Bld 4 only accessible up/down steps</td>
<td>21/2 – Ellen Manning to follow up request for ramp and handrail. 4/4/06 – Disability Services will call in a consultant. To be followed up. 18/7 – Minor works not to be done this year. Budget for next year to be drawn up Sept/Oct. To be followed up. 29/8 – Disability Services have recommended ramp. On Minor works for 2007. 5/12 – Ongoing 27/2/07 – Ongoing 17/4/07 – Work scheduled to commence</td>
<td>Complete</td>
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<td>3</td>
<td>Fieldwork Guidelines</td>
<td>Updated</td>
<td>6/6/2006 – Ellen to circulate to WAC 18/7 – Updated version has been approved by OH&amp;S Committee and is now on the web. A copy to be distributed to School Safety Comm Meetings 29/8 – OHS Unit doing further update. Updated documents to be presented to next WAC meeting. 24/10 – Update in progress 5/12 – Ongoing 27/2/07 – Ongoing, first update completed. 17/4/07 - Complete</td>
<td>Complete</td>
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<td>4</td>
<td>Bid 6 Ramp</td>
<td>Disability ramp required</td>
<td>18/7 – Workshop to build ramp. Disability Services to be contacted for advice. 29/8 – Waiting for quote from Disability Services. Ellen Manning to follow up. 24/10 – New Student Disability Liaison Officer has taken this matter up. 5/12 – Ron Marshall to discuss update with SLEDSLO 27/2/07 – Ongoing 17/4/07 - Ongoing</td>
<td>Ongoing</td>
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| 5 | Purchasing | ISEM Risk Assessment Form | 29/8 – Chemicals storage discussed. ISEM Risk Assessment Form to have chemicals storage area noted.  
24/10 – Form to be reviewed  
5/12 – Form being reviewed University wide  
27/2/07 – Form to be reviewed by OHS Committee  
17/4/07 - complete | Complete |
| 6 | Technical staff | Email listings | 29/8 – Email listings of technical staff to keep staff informed of school activities discussed. To be further discussed at HOS meeting.  
24/10 – Ron Marshall to discuss with Des Jamieson  
5/12 – Existing Faculty email listings have not been set up for general staff to be grouped with schools. Ron to discuss with IT staff further.  
27/2/07 – Ron Marshall to discuss a “technical staff” email listing with IT staff.  
17/4/07 – Technical staff added to school lists | Complete |
| 7 | Beam Project | Safety Checklist for Thesis & Research Projects | 24/10 – Draft form to be developed by Ron Marshall & Ellen Manning  
5/12 – Draft form distributed. Comments to be given to Kosta Konstantinov and Alex Remennikov who will review form.  
Ron Marshall to discuss with Des Jamieson and distribute to Thesis Coordinators  
27/2/07 – Peter Wypych to circulate BMH form to WAC Committee  
17/4/07 – Project form reviewed. | Complete |
| 8 | Lab Inspections | Follow-up | 5/12 – Ellen Manning to send reminder email to all staff  
27/2/07 – Next inspections in Wk 3 Autumn Session  
17/4/07 – Forms distributed. Jade Kennedy to list self-inspections that have not been returned. Jade Kennedy’s traineeship to finish end of May. Ron Marshall to discuss replacement Safety Officer at HOS meeting. | Jade Kennedy Ron Marshall |
| 9. | School Safety Committees | WAC reports | 27/2/07 – Minutes of meetings to be tabled at WAC meetings  
| 10. | WAC membership | School & PG representation | 27/2/07 – HOS to be requested to provide academic representation for each WAC meeting. Faculty PG Research Committee to be requested to nominate representative. | Ellen Manning |

2. **Reports**

2.1 **Hazard and Incident Reports**
Tabled and discussed.

2.2. **University OH&S Committee Report – I Laird**
Ian Laird reported that he is now the Chair of the University OH&S Committee for a term of two years. There has been in increase in Incident Reporting and a reduction in lost time injury incidents. WorkCover Audit will be taking place in June. WorkCover was notified with regard to an incident at the Library Extension Site.

2.3. **School and Institute Safety Committee Reports**

2.3.1 **CME Safety Committee**
Minutes of last meeting tabled. Joanne George gave report.

2.3.2 **MMM Safety Committee**
Minutes of last meeting tabled. Greg Tillman to report at next WAC meeting.

2.3.3 **Physics Safety Committee**
Minutes of last meeting tabled. WAC report to be discussed at HOS meeting.

3. **Other Business**

- Academic staff to be requested to do Risk Assessments for practical lab classes.
- Building Wardens to be reviewed, as Bld 8 Building Warden is retiring.
- Other issues to be reported to WAC Secretary for discussion at next meeting.
- OH&S WAC Dec. Survey has been submitted to OHS Unit.

4. **Date of Next Meeting**
Tuesday 12th June 2007, 2.30pm, Room 8.G08
## Outstanding Action Items

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29/8 – Waiting for quote from Disability Services. Ellen Manning to follow up.  
24/10 – New Student Disability Liaison Officer has taken this matter up.  
5/12 – Ron Marshall to discuss update with SLEDSLO  
27/2/07 – Ongoing  
17/4/07 – Ongoing | Ongoing | Ellen Manning  
Ron Marshall |
| 2   | Lab Inspections                                                      | Follow-up  | 5/12 – Ellen Manning to send reminder email to all staff  
27/2/07 – Next inspections in Wk 3 Autumn Session  
17/4/07 – Forms distributed. Jade Kennedy to list self-inspections that have not been returned. Jade Kennedy’s traineeship to finish end of May. Ron Marshall to discuss replacement Safety Officer at HOS meeting. | Jade Kennedy  
Ron Marshall |
| 3   | WAC membership                                                       | School & PG representation | 27/2/07 – HOS to be requested to provide academic representation for each WAC meeting. Faculty PG Research Committee to be requested to nominate representative. | Ellen Manning  
Ron Marshall |
| 4   | Physics School Safety Committee Chair                                | New Head of School | 17/4/07 – Ron Marshall to discuss at HOS Meeting | Ron Marshall |
| 5   | Risk Assessments for Prac Lab Classes                                | All Prac lab classes to have Risk Assessments for class experiments | 17/4/07 – Ron Marshall to discuss at HOS Meeting | Ron Marshall |
| 6   | Building Wardens Review                                              | Bld 8 Building Warden retiring | 17/4/07 – Ellen Manning to contact Bld 8 staff re Bld Warden | Ellen Manning |