Minutes of the meeting (3/2007) of the Workplace Advisory Committee held in Room 8.G08 on Tuesday 12th June 2007, at 2.30pm.

Attend:
- Ron Marshall (Chair)
- Peter Wypych
- Ian Laird
- Chris Lukey
- Joy de Mestre
- Greg Tillman
- Tara McIntyre
- Jade Kennedy
- Peter Wypych
- Chris Lukey
- Alex Remennikov
- Brian Monaghan (Brian Monaghan arrived at 3.30pm but meeting completed)
- Kosta Konstantinov
- Stuart Rodd
- Joanne George
- Roma Hamlet

1. Preliminary Business
1.1 Apologies – Ellen Manning, Chris Lukey, Alex Remennikov, Brian Monaghan (Brian Monaghan arrived at 3.30pm but meeting completed) Kosta Konstantinov, Stuart Rodd, Joanne George, Roma Hamlet.

1.2 Confirmation of Previous Minutes – 2/2007
Confirmed.

1.3 Action from Previous Meeting – progress reports

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Discussion</th>
<th>Action</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</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 13/6/07 – To commence in near future</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2</td>
<td>Bld 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 13/6/07 – Recommendation from WAC committee that a ramp be built.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>3</td>
<td>Lab Inspections</td>
<td>Follow-up</td>
<td>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. 13/6/07 – Tara McIntyre to replace Jade for OH&amp;S. Jade informed that majority inspections are back. Joy to check with Ellen re inspections that have not been done. List to go to all Lab supervisors first. Only five equipment registers complete and returned. Were due 25th May. Need a contact in ISEM &amp;MMM to chase up. Joanne to do CME.</td>
<td>Jade Kennedy Ron Marshall</td>
</tr>
<tr>
<td>4</td>
<td>WAC membership</td>
<td>School &amp; PG representation</td>
<td>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. 13/6/07 – Ron Marshall to check with Ellen</td>
<td>Ellen Manning</td>
</tr>
<tr>
<td>5</td>
<td>Physics School Safety</td>
<td>New Head of School</td>
<td>17/4/07 – Ron Marshall to discuss at HOS Meeting</td>
<td>Ron Marshall</td>
</tr>
</tbody>
</table>
2. Reports

2.1 Hazard and Incident Reports
Tabled and discussed. Ian Laird pointed out that Item 5 in MMM mins were not tabled in WAC meeting.
On checking incident report was done 18/2/06 and not in 2007 as previously reported.

2.2. University OH&S Committee Report – I Laird
Report tabled
Ian Laird reported a good response from the WAC survey. Results were tabled and the following assistance would improve functioning of WAC. The involvement of more senior staff (Deans & Heads) to help bring OHS issues to the attention of Senior Executives, increase availability of WAC meeting minutes to the wider staff community, greater dissemination of OHS committee minutes to WAC members, encouragement of full attendance at WAC meetings.

2.3. School and Institute Safety Committee Reports

2.3.1 CME Safety Committee
Minutes of the last meeting not available – Joanne George not present.

2.3.2 MMM Safety Committee
Minutes of last meeting tabled. Greg Tillman reported to WAC meeting.

2.3.3 Physics Safety Committee
Minutes of last meeting not available. No report from Physics committee.

3. Other Business
- Academic staff to be requested to do Risk Assessments for practical lab classes
- Tara McIntyre to compile a list of attendees at WAC meetings
- Building Wardens to be reviewed, as Bldg 8 Building Warden is retiring.
- Other issues to be reported to WAC Secretary for discussion at next meeting.

4. Date of Next Meeting
Tuesday 31st July, 2007, 2.30pm, Room 8.G08
<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Discussion</th>
<th>Action</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Back Strain Injury</td>
<td>Area in Bid 4 only accessible up/down steps</td>
<td>2/12 – 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 13/6/07 – To commence in near future</td>
<td>Ongoing</td>
</tr>
<tr>
<td>1</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 13/6/07 - Ongoing</td>
<td>Ongoing</td>
</tr>
<tr>
<td>3</td>
<td>Lab Inspections</td>
<td>Follow-up</td>
<td>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. 13/6/07 – Tara McIntyre to replace Jade for OH&amp;S. Jade informed that majority inspections are back. Joy to check with Ellen re inspections that have not been done. List to go to all Lab supervisors first. Only five equipment registers complete and returned. Were due 25th May. Need a contact in ISEM &amp;MMM to chase up. Joanne to do CME.</td>
<td>Tara McIntyre Ron Marshall</td>
</tr>
<tr>
<td>3</td>
<td>WAC membership</td>
<td>School &amp; PG representation</td>
<td>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. 13/6/07 – Ron Marshall to check with Ellen</td>
<td>Ellen Manning</td>
</tr>
<tr>
<td>4</td>
<td>Physics School Safety Committee Chair</td>
<td>New Head of School</td>
<td>17/4/07 – Ron Marshall to discuss at HOS Meeting Point missed at WAC meeting</td>
<td>Ron Marshall</td>
</tr>
<tr>
<td>5</td>
<td>Risk Assessments for Prac Lab Classes</td>
<td>All Prac lab classes to have Risk Assessments for class experiments</td>
<td>17/4/07 – Ron Marshall to discuss at HOS Meeting Point missed at WAC meeting</td>
<td>Ron Marshall</td>
</tr>
<tr>
<td>6</td>
<td>Building Wardens Review</td>
<td>Bid 8 Building Warden retiring</td>
<td>17/4/07 – Ellen Manning to contact Bid 8 staff re Bid Warden Point missed at WAC meeting</td>
<td>Ellen Manning</td>
</tr>
</tbody>
</table>