Minutes of the meeting (7/2007) of the Workplace Advisory Committee held in Room 8.114 on Tuesday 4th December, 2007, at 2.30pm.

Attend:
Ron Marshall (Chair)                Ellen Manning
Joanne George                       Tara McIntyre
Roma Hamlet                         Greg Tillman
Kosta Konstantinov                  Bill Zealey
Ian Laird                           

1. Preliminary Business

1.1 Apologies – Brian Monaghan, Peter Wypych, Alex Remennikov, Jose Humberto Dominguez Davila

1.2 Confirmation of Previous Minutes – 6/2007
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 Bldg 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 – 27/2 Ongoing 17/4/07 – 31/7/07 Work scheduled to commence 18/9/07 – Ellen to email Buildings &amp; Grounds requesting job number. 6/11/07 – Ongoing, to complete by end of 2007 4/12/07 – Meeting held with Blds &amp; Gnds. Work to commence after exams.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bld 6 Ramp</td>
<td>Disability ramp required</td>
<td>16/7 – 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 – 13/6/07 Ongoing 31/7/07 – is EEO responsibility, bldg eventually to be demolished, temp ramp &amp; permanent ramp not advisable. It was recommended that 2 people help lift student in and out of room 18/9/07 – Waiting for new Building 6. Ellen to enter into Safety Net. 6/11/07 – Ellen to attend to 4/12/07 – Incident Report submitted on-line. Noted on Central OHS Report as an outstanding agenda item.</td>
<td></td>
</tr>
</tbody>
</table>

2. Reports

2.1 Hazard and Incident Reports
Tabled and discussed. A few incidents in ISEM labs, in particular incident in Furnace Room Bld. 4.36 on Friday 30th November with no risk assessment for project. Ellen has since run a training session for ISEM.

2.2 University OH&S Committee Report – I Laird
WAC Survey has been redesigned to better reflect activities. Workcover was called to Bld 31 regarding thermal discomfort and has issues an improvement notice.

2.3 School and Institute Safety Committee Reports

2.3.1 CME Safety Committee
Bld 8 Environmental labs refurbishment has commenced. Discussion on inductions for new postgraduate students, staff and Honours students. Working party of Joanne George, Ron Marshall and Ellen Manning set up to look at this.

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

2.3.3 Physics Safety Committee
No report.
2.4 Lab Safety Inspections and Follow Up
Lab inspections database is complete. Lab inspections have been included on the Dates schedule for 2008. Agreed that Lab inspection forms be distributed to lab supervisors instead of Chairs of Safety Committees.

3. Faculty of Engineering WAC Issues
Faculty Meeting Schedule for next year – additional WAC meeting to be scheduled in December. Ramp required from Civil High Bay into courtyard – Alan Grant to follow up with Buildings and Grounds. Civil High Bay Roller Door to be motorised. Report on outstanding agenda items provided to Central OHS Committee. New lab assistant position will encompass OHS. Safe Work Practices in labs are a concern. Dean to be notified.
- Risk Assessments not being carried out or written up.
- SWPs not being carried out or written up.
- Supervision insufficient and/or ineffective.
- Working alone and out of hours
- Too many research staff per technical staff
- Too many visiting staff per research staff
- OHS document control support person required.

4. Date of Next Meeting
Tuesday 4th March 2008

FACULTY OF ENGINEERING WAC COMMITTEE MEETING 07/07
OUTSTANDING ACTION ITEMS

<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 Bldg 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 – 27/2 Ongoing 17/4/07 – 31/7/07 Work scheduled to commence 18/9/07 – Ellen to email Buildings &amp; Grounds requesting job number. 6/11/07 – Ongoing, to complete by end of 2007 4/12/07 – Meeting held with Blds &amp; Gnds. Work to commence after exams.</td>
<td></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 – 13/6/07 Ongoing 31/7/07 – is EEO responsibility, bldg eventually to be demolished, temp ramp &amp; permanent ramp not advisable. It was recommended that 2 people help lift student in and out of room 18/9/07 – Waiting for new Building 6. Ellen to enter into Safety Net. 6/11/07 – Ellen to attend to 4/12/07 – Incident Report submitted on-line. Noted on Central OHS Report as an outstanding agenda item.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Safety Inductions</td>
<td>Inductions for new pg students, staff &amp; honours students</td>
<td>4/12/07 – Working party set up of Ron Marshall, Joanne George &amp; Ellen Manning.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ramp &amp; automated Roller Door for Civil High Bay</td>
<td>Ramp &amp; automated roller door required</td>
<td>4/12/07 – Ramp required from High Bay to courtyard and roller door to be automated. Alan Grant to follow up with Blds &amp; Gnds.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Lab Practices</td>
<td></td>
<td>4/12/07 – Safe lab practices are a concern. Dean to be notified. Roma Hamlet / Ron Marshall</td>
<td></td>
</tr>
</tbody>
</table>