MINUTES OF THE H&BS WORKPLACE ADVISORY COMMITTEE
MEETING HELD ON WEDNESDAY 9 FEBRUARY 2005

1. Preliminary Business

1.1 Attendance

Present
Sheena McGhee (Chair), Sally Faulks, Darren Smith, Lisa Czubala, Moira Williamson, Kellie Martin, Kim Russell-Cooper, Susan Low (Secretary)

Apologies
Heather Yeatman, Alison Bell, Beryl Schafe, Marie Johnson, Lisa Czubala

1.2 Minutes of the previous meeting (8 December 2004)

The minutes of the previous meeting were accepted as correct.

1.3 Business arising from previous minutes

Action 1 – GSPH and Nursing room lists for Risk Assessment/OH&S Inspection Master List

• Lists for Nursing and Public Health have not been received to date;
• Moira will forward the Nursing list to Sue as soon as possible.

ACTION 1
Sue to follow up with Beryl regarding Public Health room list.

Action 2 – Dissemination of Building Warden Lists

• Sue emailed all building warden lists to Krista-Lee Fogarty, Christine Peacock, Daryl McAndrew, and the Admin Assistants in Building 41, on 13 December 2004;
• An updated version of the Building 41 list was forwarded to Krista-Lee Fogarty, Christine Peacock, Daryl McAndrew, David Carrie and the Building 41 Admin Assistants on 21 January 2005.

Action 3 – Building Warden Information from Krista-Lee Fogarty

• Krista-Lee has resigned and there is no one in her position at present;
• WAC to chase up information on the building wardens from other faculties in buildings 15 and 39, when a replacement is found for Krista-Lee.

**Action 4 – Deputy Chief Wardens for Building 41**

• There are already two Deputies to the Chief Warden for Building 41. They are Christine Peacock from the Department of Science Faculty Office and David Carrie from Geosciences.

**Action 5 – WAC Performance Return**

• The H&BS WAC Performance Return was forwarded to the OHS unit in December 2004.

**Action 6 – Reminder to all H&BS staff re: first aiders list on web**

• An email was sent to all H&BS staff on 16 December 2004, reminding them that there is a link on the Faculty WAC web page that connects to the OH&S Unit’s list of first aid officers.

**Action 7 – Emails to Postgrads re OH&S**

• Sally has been on holidays since Christmas, as have most of our postgraduate students.

**ACTION 2**
Sally to send an email to all postgrad students in the Faculty of H&BS regarding Faculty OH&S procedures and any concerns postgrads may have regarding OH&S procedures/issuues.

**Actions 8 & 9 – HODS discussion re OH&S inductions for students**

• Paul did not raise the issue of student inductions at the HODs meeting;
• He did, however, remind the Heads of Departments that a component on risk assessment must be included in all laboratory manuals.

**Action 10 – Review of Elfie Ashcroft’s Risk Assessment Sheets**

• Sue forwarded Elfie’s risk assessment sheets, via email, to all WAC members;
• Sue went through the sheets, checked the layout, spelling and punctuation, and emailed suggested corrections to Elfie.

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2. New Business

2.1 Hazard and Incident Reports Submitted Since Last Meeting

• Three hazard and incident reports were received since the last meeting;
• Repairs by Building and Grounds eliminated the two hazards reported;
• No action was required in relation to the reported incident, which was minor in nature.
2.2 Review of OHS Unit Documents – Laboratory Safety Inspection Checklist and Guidelines

- OHS Unit sent a copy of their current Laboratory Safety Inspection Checklist and Guidelines to Sheena, requesting that WAC members review the documents and make any suggestions for changes;
- Sheena forwarded the documents to all WAC members on 24 January 2005 and asked them to review them prior to this meeting;
- No one in our faculty uses this checklist. Faculty staff have developed their own specialised checklists for their labs;
- WAC members agreed to look over the checklist and guidelines and let the OHS Unit know if they find any errors or problems.

2.3 Completion of Office Safety Inspections

- Sue Low has completed office safety inspections for the H&BS Faculty Office, the Faculty IT Office, the Centre for Health, Behaviour and Communication Research (Room 41.257) and the offices, kitchen and toilets adjacent to the Faculty Office;
- BMS offices and labs have been inspected;
- Beryl Schafe and Lisa Czubala have made arrangements to inspect Psychology and Public Health offices together;
- Sue Low will do Nursing inspections with Moira Williamson at the end of March/beginning of April 2005.

**ACTION 3**

BMS representative to forward a summary of the BMS inspection results to Sue before the next WAC meeting

2.4 Building Wardens/Identification of Building Wardens for Building 39

- It is the Chief Building Warden’s responsibility to keep up with warden changes in his/her building, and to recruit replacements when warden positions become vacant;
- Building 39 - There are two building wardens in Smart Foods but none in the Medical School area;
- Building 22 – There is no warden in our Faculty’s area of this building;
- Building 15 – There are several issues relating to the H&B5 labs in Building 15. These include:
  - There are no staff members permanently located in the H&B5 area of the building and consequently there is no one to act as building warden for the area;
  - The H&B5 labs are keyed separately to rest of building and cannot be accessed by other occupants of the building.

**ACTION 4**

Sue to ask Dayna Meades if she will be the Medical School warden in Building 39.

**ACTION 5**

Sue to ask Marie Johnson if she will be the warden for the H&B5 area in Building 22.
ACTION 6
Darren and Kelly to walk through the H&BS area in Building 15 and try to resolve the emergency evacuation/warden issues.

2.5 Central OH&S Committee Report

- Krista-Lee Fogarty has resigned. Her position has not been filled to date;
- A draft alcohol policy is now available on the web for comment.

3. Late Business

3.1 Problem with Nursing Workstation

- An email was sent to the OHS Unit three months ago regarding problems with a workstation but there has been no response.

ACTION 7
Moira to contact Cathie Andrew in the OHS Unit for assistance in resolving the workstation problem.

4. Next Meeting

The next WAC meeting will be held on Wednesday 6 April 2005, at 9am, in Building 41 Room 257.

(Signed)

Susan Low
H&BS WAC Secretary