MINUTES OF THE H&BS WORKPLACE ADVISORY COMMITTEE
MEETING HELD ON WEDNESDAY 15 JUNE 2005

1. Preliminary Business

1.1 Attendance

Present

Sheena McGhee (Chair), Lisa Czubala, Moira Williamson, Kellie Ridges, Sarah Clarke, Sally Faulks, Stuart Parker, Beryl Schafe, Susan Low (Minute Secretary)

Apologies

Nil

ACTION 1
Sheena to contact Marie Johnson and ask her if she is still a WAC member.

1.2 Minutes of the previous meeting (6 April 2005)

The minutes of the previous meeting were accepted with the following amendment:

Actions for Item 2.4 – Photocopiers and Ventilation

Action 2 to be deleted and replaced with the following two actions:

ACTION 2
Darren to investigate the presence of ozone in photocopiers and find out if the Nursing photocopy room is large enough to safely house a photocopier.

ACTION 2A
Moira to investigate whether there is a fan in the Nursing photocopy room.

1.3 Business arising from previous minutes

Action 1 – Latest Building Warden List

• Sue distributed copies of the current list for buildings 15, 22, 39 and 41 to everyone at the meeting.
**Action 2**

- See amendments to minutes of the previous meeting, item 1.2, above;
- No feedback from Darren yet re Action 2;
- Moira will check if there is a fan in the Nursing photocopy room (Action 2A).

**Action 3 – Follow up re: Broken Door Handle in Fire Stairs**

- The door handle has been fixed.

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**2. New Business**

**2.1 Hazard and Incident Reports Submitted Since Last Meeting**

- Six hazard and incident reports were received;
- More forms are being submitted. This appears to be a reflection of our promotion of the forms and the importance of reporting rather than a general increase in hazards/incidents;
- The on-line hazard and incident reporting system is due to begin in July 2005.

**2.2 Building Wardens - Replacement for Mieke Scheeringa**

- Mieke has resigned as building warden for the first floor, psychology area of Building 41.

**ACTION 2**

Sue to send out an email asking for a volunteer to replace Mieke.

**2.3 Central OHS Committee Report**

- Mock evacuations are about to take place. These practice evacuations will allow us to test how good our evacuation plans are and make improvements where necessary.

**2.4 Six Monthly WAC Performance Return**

- Sheena completed the return on behalf of the WAC and sent it through to Sarah.

**2.5 June 2005 WAC Report**

- Sue gave everybody a copy of the report for their information.

**2.6 Postgraduate Inductions (BMS)**

- There is no formal Department induction procedure for postgrads;
- Academic staff are responsible for running their own inductions;
• No records are kept to prove that inductions have been carried out and there is no follow up to ensure that they are done;
• Kellie has an online induction through webCT for undergrads. All undergrads have to sign off electronically to show that they have completed the induction process. This system could be used for postgrads;
• Sheena will be attending an induction committee meeting shortly, which will be looking at generic inductions.

3. Late Business

• Sue handed everyone a list of proposed meeting dates for the rest of 2005 and the first half of 2006.

**ACTION 3**
Committee members to look at dates and let Sue know if there are any problems.

• The air conditioning in 15.G19 is continuously pumping out hot air. B&G have been notified many times. The system was fixed once but has reverted back to continuous hot air.

**ACTION 4**
Sheena to chase this matter up with B&G.

• The recent liquid nitrogen handling course run by BOC Gases was very well attended.

4. Next Meeting

The next WAC meeting will be held on Wednesday 3 August 2005, at 9am, in Building 41 Room 257.