MINUTES OF THE H&BS WORKPLACE ADVISORY COMMITTEE
MEETING HELD ON WEDNESDAY 3 AUGUST 2005

1. Preliminary Business

1.1 Attendance

Present

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

Apologies

Stuart Parker

1.2 Minutes of the previous meeting (15 June 2005)

The minutes of the previous meeting were accepted without amendment.

1.3 Business arising from previous minutes

Action 1 – Marie Johnson’s WAC Membership

- Marie still wants to be a member of the WAC;
- Marie is also a first aider and a building warden.

ACTION 1

Sheena to ask Marie if she is happy to carry out all of the above roles concurrently and encourage her to attend future WAC meetings.

Action 2 – Replacement Warden for Psychology

- Pamela Sadler from the H&BS Faculty Office has volunteered to take over the area in Psychology formerly looked after by Mieke Scheeringa;
- The OHS Unit has been informed of the change in wardens and training for Pamela has been requested.
**Action 3 – Dates for Future WAC Meetings**

- Sue has not been notified of any problems with the proposed dates. The proposed dates are therefore confirmed.

**ACTION 2**
Sue to ask Graham Ward to attend the next WAC meeting, as he was unable to attend this meeting.

**Action 4 – Air conditioning problems in 15.G19**

- Sheena discussed this problem with Buildings and Grounds;
- Buildings and Grounds subsequently fixed the air conditioning but it has started to malfunction again.

**ACTION 3**
Sue to add the air conditioning problems to the next WAC agenda so we can get an update on the situation from Kellie Ridges.

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**2. New Business**

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

- Five hazard and incident reports were received in July 2005;
- Two of the reports involved injuries to participants in a research study that was run off campus. It is good to see that the message to complete hazard and incident forms is getting through to Faculty staff and students and that incidents occurring off campus are being reported;
- The above incidents have resulted in a review of the research study to determine if it should continue.

**2.2 Laboratory and Office Inspections**

- Sue and Moira inspected all of the nursing offices in building 41 and the midwifery room in building 41 in July 2005. They will inspect the Nursing Lab at the end of Spring session i.e. November 2005;
- Beryl and Lisa will be inspecting the Psych and GSPH rooms in the next couple of weeks.

**2.3 Central OHS Committee Report**

- The trial evacuations went well;
- Buildings and Grounds are currently fixing exit signs that were identified as not working during the trial evacuations.
2.4 **First Aiders List on OHS Web Pages**

- The list on the OHS website is up to date;
- There is a link from the H&BS WAC website to the first aiders list on the OHS website.

2.5 **Electronic Risk Assessment, Safe Work Procedures and Hazard Forms**

- The start of the on-line hazard and incident reporting system has been delayed;
- The system will now go live in September 2005 when Cathy Sharpe returns from leave.

2.6 **Changeover from Chemwatch to ChemAlert**

- Chemwatch’s contract expires on 31st of August 2005;
- ChemAlert’s contract will commence on 1st September 2005.

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3. **Late Business**

- There was no late business.

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4. **Next Meeting**

The next WAC meeting will be held on Wednesday 5 October 2005, at 9am, in Building 41 Room 257.