MINUTES OF THE H&B WORKPLACE ADVISORY COMMITTEE
MEETING HELD ON WEDNESDAY 5th OCTOBER 2005

1. Preliminary Business

1.1 Attendance

Present

Sheena McGhee (Chair), Moira Williamson, Beryl Schafe, Kellie Ridges, Stuart Parker, Graham Ward, Susan Low (Minute Secretary)

Apologies

Sarah Clarke

1.2 Minutes of the previous meeting (3 August 2005)

The minutes of the previous meeting were accepted without amendment.

1.3 Business arising from previous minutes

**Action 1 – Marie Johnson’s multiple roles as WAC member, first aider and building warden**

- Marie is happy to continue in all of the above roles concurrently;
- Sheena has encouraged Marie to attend future WAC meetings.

**Action 2 – Sue to ask Graham Ward to attend WAC meeting on 5th October 2005.**

- Graham is attending today’s meeting.

**Action 3 – Sue to add air-conditioning problems in 15.G19 to next WAC meeting agenda.**

- See agenda item 2.5.
2. New Business

2.1 Hazard and Incident Reports Submitted Since Last Meeting

- One hazard and incident report was received between 4 August 2005 and 30 September 2005;
- The report related to neck and shoulder pain possibly resulting from the set up of the person’s workstation;
- A workstation review was arranged and completed.

2.2 Laboratory and Office Inspections

- An inspection summary is to be sent to Sue when inspections of offices and/or labs are completed.
- Sue will enter the inspections into a new spreadsheet called H&BS Inspections Record. A copy of this new spreadsheet was distributed to everyone at the meeting.
- Lisa and Beryl have inspected all of Public Health’s rooms and about ninety percent of Psychology’s rooms. They will send a summary to Sue as soon as the Psychology inspections have been completed.
- Checking and tagging of electrical equipment is now done every two years for items that don’t get moved around a lot e.g. refrigerators and microwave ovens. Checks should be done every year however, on items that are moved around frequently (Info from Kellie).
- Small room heaters in Building 41 are checked electrically every year. They are still a hazard however, as people forget to switch them off. There have been instances where heaters have been running for several days before they have been discovered and switched off. The air coolers that are used in Building 41 in summer are also hazards i.e. birds and wasps try to build nests in the outlet pipes and the coolers are very noisy.

ACTION 1
Sheena to contact Buildings and Grounds re: the cost of installing air conditioning in the remainder of Building 41.

- Dayna Meades has gone on an extended holiday and we do not know if she has arranged a replacement building warden while she is away.

ACTION 2
Stuart to contact the Medical School staff and find out if someone is taking on Dayna’s building warden role while she is on holidays.

2.3 Central OHS Committee Minutes

- Sheena goes to a Central OHS Committee Meeting once a month. She suggested that it might be beneficial for her to report to the WAC on any relevant issues discussed at these meetings. The WAC members agreed and ‘Central OHS Committee Meeting Report’ will be a standard WAC agenda item from now on.
- Sheena indicated that at the last Central OHS Committee Meeting, a new induction sheet for contractors was discussed. This sheet contains information
regarding safety and evacuation procedures and all contractors coming into the University will have to go through a brief induction.

2.4 Central OH&S Committee Report.

- Sarah was unable to attend this meeting and was unable to send someone to attend the meeting in her place. There was therefore no Central OH&S Committee Report.

2.5 Update re: air-conditioning problems in 15.G19

- Kellie has discovered that there was a breakdown in communications and her reports that the air conditioning was not working were not being passed on to Buildings and Grounds.
- The air conditioning has been fixed again. It still doesn’t pump out cold air but the air it is pumping out isn’t as hot as it was.
- Kellie has been told that Siemens look after the air conditioning in 15.G19 not Buildings and Grounds.

**ACTION 3**
Sheena to speak to B&G and find out why Siemens look after the air conditioning and what we can do to resolve this ongoing problem.

3. Late Business

3.1 Safety glasses for Nursing Students

- Some nursing students are currently using a lab in Chemistry and have been asked to wear safety glasses. Moira asked whether we normally supply safety glasses for students.
- Kellie said that students generally have to buy their own safety glasses.
- Moira will double check with Elfie Ashcroft that nursing students are required to buy their own glasses and if they do, will check to make sure that this requirement is included in nursing handbooks.

3.2 Emergency Evacuation Procedures Signs

- Beryl asked where she could get additional emergency evacuation procedure signs to display in Public Health and Psychology areas.
- Sheena said that the signs are on the university website and printery can print them up for Beryl.

4. Next Meeting

The next WAC meeting will be held on Wednesday 7 December 2005, at 9am, in Building 41 Room 257.