MINUTES OF THE H&BS WORKPLACE ADVISORY COMMITTEE
MEETING HELD ON WEDNESDAY 6 APRIL 2005

1. Preliminary Business

1.1 Attendance

Present

Sally Faulks (Chair), Darren Smith, Sarah Clarke, Lisa Czubala, Moira Williamson, Kellie Martin, Kim Russell-Cooper, Beryl Schafe

Apologies

Sheena McGhee, Janette Curtis, Sue Low

1.2 Minutes of the previous meeting (9 February 2005)

The minutes of the meeting were accepted without amendment.

1.3 Business arising from previous minutes

Action 1 – List of Rooms/Offices administered by Public Health

- Beryl emailed a list of the GSPH offices/rooms to Sue approximately two weeks ago. Sue will add the rooms to the master list of H&BS rooms, labs and offices.

Action 2 – Email to Postgrads re: OH&S issues

- Sally sent an email to all postgraduates on 31 March 2004, asking if they had any OH&S issues they would like her to raise on their behalf. A query regarding OH&S inductions for postgraduates was received and will be discussed later in this meeting (see item 2.7).

Action 3 – Summary of BMS office/lab inspection results

- This summary has not been received to date.
**Action 4 – Medical School Warden**

- Dayna Meades has agreed to be the building warden for the Medical School area in building 39.

**Action 5 – Warden for Building 22**

- Elfie has come up with a system for this area. The new system is currently being confirmed. Once confirmation is complete, details of the new system will be forwarded to the WAC.

**Action 6 – Inspection of Building 15 by Darren and Kellie**

- This item was deferred to the next meeting.

**Action 7 – Nursing Workstation Problem**

- The problem with the workstation was resolved following a visit from OH&S staff.

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### 2. New Business

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

- This item was deferred to the next meeting.

#### 2.2 Building Wardens

- Darren said that Building Warden list for building 41 has been refreshed on the web;
- Sue may have more information about building 41 wardens.

**ACTION 1**
Sue to email latest information/update regarding building 41 wardens to the WAC for tabling at the next meeting.

#### 2.3 Central OHS Committee Report

- The new drug and alcohol policy has been released. It refers to employer responsibilities when serving alcohol at functions as well as individual responsibilities after consuming alcohol at work;
- The policy is currently with the administration committee, who are looking at training and implementation of the policy.
2.4 Photocopiers and Ventilation

- Lisa had Bill Moody look at the Psychology photocopying room to check if there was adequate ventilation. He was satisfied that with the installation of the ceiling fan the ventilation in the room is adequate;
- The Nursing photocopying room/tea room ventilation is still a problem.

ACTION 2
Darren to follow up with Bill Moody for inspection of the Nursing photocopy room.

2.5 Replacement for Krista-Lee

- Sarah Clarke has taken Krista-Lee’s position in the OH&S unit;
- She will be attending the H&BS WAC meetings in Darren’s absence.

2.6 Workstation for Data Entry Standard

- Kim asked if there is a standard covering workstations for people whose jobs involve heavy data entry loads and extended time at their desk;
- Darren said that there is no specific standard and advised that if there were concerns, the person should work through the five points available on the website, then contact the OH&S department if there were still problems.

2.7 OHS Inductions for Postgrads

- It was noted that undergraduate students were fine in terms of OH&S required inductions;
- Sally identified that there was a need for formal guidelines in OH&S for postgraduate students. All inductions are currently completed on a supervisor-by-supervisor basis with no checks for suitability or thoroughness;
- It was suggested that we develop a guideline or process to ensure that OH&S inductions are being completed, and to a satisfactory standard;
- This matter will be discussed further upon Sheena’s return from leave.

3. Late Business

3.1 Ground Floor Fire Stairway Door

- Sally received an email from a postgraduate student reporting that the door handle on the ground floor of the fire stairs is broken, making it difficult to open from the inside;
- Lisa has reported this to B&G. A repairman came to check the door handle, didn’t fix it but said that he would be back to do so. To date he hasn’t returned.

ACTION 3
Sally to follow this matter up with Buildings and Grounds.
4. Next Meeting

The next WAC meeting will be held on Wednesday 8 June 2005, at 9am, in Building 41 Room 257.