MINUTES OF THE H&BS WORKPLACE ADVISORY COMMITTEE
MEETING HELD ON WEDNESDAY 7th DECEMBER 2005

1. PRELIMINARY BUSINESS

1.1 Attendance

Present
Sheena McGhee (Chair), Moira Williamson, Beryl Schafe, Lisa Czubala, Kellie Ridges, Sarah Clarke, Renee Henry, Stuart Parker, Elfi Ashcroft, Bridget Munro, Elke MacDonald, Susan Low (Minute Secretary)

Apologies
Nil

1.2 Minutes of the previous meeting (5 October 2005)

The minutes of the previous meeting were accepted without amendment.

1.3 Business arising from previous minutes

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

Sheena has requested Buildings and Grounds to supply this information. A reply has not been received to date.

Action 2 – Stuart to contact the medical school staff and find out if someone is taking on Dayna Meade’s building warden role while she is on holidays.

Dayna is back from leave today. Stuart will talk to Dayna about doing joint office inspections of the Smart Foods and Medical School areas in Building 39.

Action 3 – Sheena to speak to B&G and find out why Siemens look after the air conditioning (in 15.G19) and what we can do to resolve this ongoing problem.

Kelly spoke to the air conditioning repair man direct and the air conditioning is now working well.
2. NEW BUSINESS

2.1 Hazard and Incident Reports Submitted Since Last Meeting

Five hazard and incident reports were received between 1 October 2005 and 6 December 2005. All of the incidents/hazards were minor in nature.

2.2 Laboratory and Office Inspections

- Stuart and Nola Hurt have completed inspections for Biomedical Sciences. Beryl and Lisa have almost completed inspections for the Graduate School of Public Health and Psychology;
- Original inspection reports should be retained by BMS, GSPH and Psychology for future reference.

**ACTION 1**
Stuart and Lisa to prepare short reports on the outcomes of their inspections and forward them to Sheena for WAC records.

2.3 Central OHS Committee Meeting Minutes

- A supervisor’s pack regarding the University’s alcohol policy has recently been issued;
- Stuart handed out copies of the University form Risk Assessment for Events Serving Alcohol, to everyone attending the meeting. The form must be filled out prior to holding any type of function where alcohol will be served and must be submitted to the Dean for his signature.

**ACTION 2**
WAC members to pass on information regarding completion of the new Risk Assessment for Events Serving Alcohol form, at meetings in their Departments.

2.4 Platform to combine information regarding incidents happening during student clinical placements and incidents happening in the clinical laboratory on campus.

- When incidents involving students occur during clinical practicum, the hospital notifies the University of the incident via a hospital form. If the incident involves a patient and privacy issues are involved, we may not receive a form from the hospital. The hospital may notify us by phone however, or the student may tell us what occurred;
- At present, there is no system in place to report incidents that happen during clinical practicum to the OH&S Unit;
- Following a general discussion, it was agreed that a University Hazard and Incident Report should be completed for each incident occurring in a hospital. If a hospital report is received, it should be attached to the University form. The original form should be sent to the OHS Unit and a copy should be forwarded to the WAC Chair;
- A review of this system will be carried out in six months time.
3. LATE BUSINESS

3.1 Medical School Involvement in WAC

**ACTION 3**
Sue to contact John Hogg and invite him to send a representative to the WAC meetings if he feels it is appropriate to do so at this stage.

3.2 Electrical Safety Testing

- Peter Roope has taken over the coordination of the electrical safety testing while Gunter Sagan is recovering from hip surgery;
- Testing in laboratories needs to be done prior to the commencement of classes;
- Elfie would like her lab to be inspected in December 2005 or January 2006.

3.3 Anti slip surfaces for labs

- Elfie needs an anti-slip surface near the sink in her lab. She currently has a rubber mat but people keep tripping over it. The following solutions were suggested:
  - Special anti-slip linoleum is available. An example can be viewed in the Wholeroom Calorimeter;
  - There is an anti-slip preparation you can buy to paint onto the floor. It looks like glue with sand in it and is quite effective.
- Elfie will look into these options and see if they are suitable for her lab.

3.4 Email link for lab managers

It was suggested that an email link for H&BS lab managers would be advantageous. The link could be used to share information and gain advice from others.

**ACTION 4**
Sheena will look into setting up an email group.

4. NEXT MEETING

The next WAC meeting will be held on Wednesday 8 February 2006, at 9am, in Building 41, Room 257.