

Finance Office

Occupational Health and Safety Committee Meeting

Minutes of the meeting of the Occupational Health and Safety Committee of the Finance Office held on Friday 26 June 2009 in the Ground Floor Tea Room of M16 Hawkesbury commencing at 10:00am.

1 Welcome and Apologies

Present

Jennie MacLeod (Chair)
Jean Barotsti
Kristene Mansfield
Joann Flack (Secretary)

Apologies

Marion Jones

Welcome

Ray Thiele – Management Representative. Thankyou Ray for dedicating your time.

2 Office Inspections

Due to the office refurbishment it has been decided to conduct a workplace inspection now rather than wait until the inspection is due. As newly OH&S trained staff, Kristene and Jean will look at the ground floor and Marion and Jenny the 1st floor. All inspection sheets to be completed and discussed at the next meeting.

Tagging and Testing: All equipment has been tagged and tested. All new equipment to be logged on excel spreadsheet for next tagging date.

Domestic Appliances and Furniture: Reminder that no personal Bar Heaters or Coffee makers are to be used – University supplied and approved equipment only.

3 OH&S Training

Due to the Long Service Leave of Cecilia Dries (possibility that she will not return), an interim Fire Warden is required. Kristene Mansfield has volunteered and will attend the next available warden training session. Jennie will find out details and forward to Kristene.

Fire warden hats are still not available. Alex Tillman is hoping to get them supplied and despatched as soon as possible.

Photocopies of recent certification for staff members to be sent to Jennie for the file.

4 OH&S Minutes and Agendas

The committee agreed that due to the difficulty involved in placing the minutes and agendas on the Finance Drives for all staff, (no one common drive for all staff), that they will be placed on the Finance Website for all staff to access. Jennie to set up the relevant page on the Intranet website.

New OH&S Policy has been released – available on website and must be displayed on notice board with OH&S flow chart.

5 Incident report books

New Incident Report book is located on the ground floor Kitchen of M16.G.07.

6 Air Conditioning

The new Air Conditioning unit is still working to unsatisfactory standards on the ground floor of M.16 between Accounts Payable and Accounts Receivable. Jenny has forwarded a request to Capital Works regarding this matter. Neville Le Clere has been several times to try and fix but to no avail. Most recent technicians(from upgrade company) advise that it is not their product.

The temperature dropped to 12 degrees in some areas on the ground floor although the wall panel was showing 22 degrees and other days it was stifling hot reaching 30 degrees. Totally unsatisfactory but does not appear to be a solution.

7 Any other business

Fire Evacuation plan. To be drawn up by Joann Flack and displayed at either end of the ground floor and on the 1st floor. A list is to be displayed of all Fire Wardens and OH&S members so staff can approach regarding any incidents.

OH&S Funds. We still have access to funds for OH&S activity/equipment. The activities/equipment must be relevant to OH&S and opened to all staff for participation. The committee agreed to have a think and discuss at next meeting.

OH&S Issue: Lights in the carpark of Fairy Circle have been out along with the garden path lights. Leaves on the pathway to Fairy Circle carpark are also making this walkway very slippery. Capital Works advise lights are on a timer and can't be changed. (They go off at 6pm-just when required!). To be escalated.

Dual lighting switch on stair well at rear of building or lighting activator on wall would assist staff leaving safely at night. At present light switch for first floor is at ground floor level at front of building. Staff who park at rear of building have to go down the stairs, turn off the light, go back up stairs along a corridor and down another flight in the dark to access the back door and car park. Management to be advised.

Greening Australia: Finance has won an award due to our Recycling efforts. Reminder to staff to remove lids fully from tin cans before placing in the recycling bins to avoid the possibility of cleaning staff receiving cuts when emptying the bins.

Entry mats for both doors would be a good idea to eliminate any slips, trips and falls upon entry to the Finance building. Especially useful in the current wet weather. Jenny to purchase.

8 Next Meeting

The next Finance OH&S Committee Friday 4 September 2009.