

## PRINT SERVICES OH&S MINUTES

**Date:** 17th October, 2006

**Venue:** Penrith Campus – Building F

**Present:**

Sean O'Brien	Employee Member (Chairperson)
Manfred Eder	Employee Member (Print Support)
Wendy Moore	Employee Member (Production)
Alec Doran	Manager (Print Services)
Brian Barron	Employee Member (Print Support)
Kim Gajda	Employee Member (Production)
Simon Hedges	Employee Member (Business Development)

**Apologies:** Christine Holliday  
**Distribution:** OH&S Committee Members  
OH&S Divisional Committee  
All Print Services Staff

**Notice Boards:**

1. Lunch Room
2. Warehouse
3. Print Support
4. Business Development
5. Production

Meetings opened 2.00 pm

Previous Minutes Accepted.

<b>Agenda Item</b>	<b>Action</b>	<b>Timeframe</b>
<b>Racking</b>	A Question was raised regarding if the racking in the store was secure. Chairman to contact John Small and have him conduct an inspection of the racking and provide a written response.	<b>Two Weeks</b>
<b>Fire Extinguisher</b>	The plant room within Print Services has a fire extinguisher. A committee member asked if we could speak to Capital works and find out if the a fire extinguisher should be actually on the outside of the door, as it would be more accessible than inside this closed room.	<b>Two weeks</b>

<b>Fire Drill</b>	The committee has asked for a fire drill to be conducted within the month of November. Chairman will speak with the relevant OH&S officer to arrange a time.	<b>Two weeks</b>
<b>Re-Election</b>	The committee decided to stand alone and not join the ITD OH&S committee as they believed that Print Services has specific issues that are better understood by its own staff. Print services will now call for expressions of interest in regards to joining the committee. Elections will be called within the next month.	<b>One Month</b>

Meeting closed 2.35 pm  
Next meeting date to be decided.