

**Library OH&S Committee Meeting**  
**Thursday 25 March at 1.30 pm**  
**Ward Library Group Study Room 2**  
**Minutes and Action Items**

<b>Meeting Attendees:</b> , Ms Dianne Gurnett (Chair), Ms Vicki Owsnett, Ms Tracey Tishler, Mr John Ellem, Ms Katherine Raper (Minutes), Ms Ann Varcoe			
<b>Absent/Apologies:</b> Ms Robyn Benjamin			
Ref	Action Items arising from meeting	Responsibility	Due By
	Carried forward from previous meeting		
	Arising from this meeting		
4.1	<b>ACTION:</b> Dianne to put audit building reports and a summary of issues on intranet once finalised	Dianne	Next meeting
4.2	<b>ACTION:</b> Dianne to email Lisa Tyson and Robyn Benjamin to consider staff attending the PDU course	Dianne	Next meeting
7.3	<b>ACTION:</b> Dianne to obtain further details from the OH&S Division on the content and possible dates of the course	Dianne	Next meeting
7.4	<b>ACTION:</b> Dianne to forward this suggestion to OHSFC	Dianne	Next meeting
7.5	<b>ACTION:</b> Dianne to follow up with Robyn Benjamin & Lisa Tyson regarding the signage and location of assembly points	Dianne	Next meeting

## 2. STARRING OF ITEMS

The Chair called for any items to be starred for discussion.

## 3. MINUTES OF THE PREVIOUS MEETING 3 December 2009

The minutes from the previous meeting were accepted as an accurate record.

## 4. BUSINESS ARISING FROM MINUTES AND REPORTS

### 4.1 Building Inspections Audit - Update

Any reports not in the OH&S Inspections folder add to the G drive. There were very few identified issues. Issues would be summarised into a document with actions and completion.

### 4.2 Mental health first aid PDU courses (carried over from last meeting) Tracey Tishler

Tracey spoke on the PDU course she attended on mental health first aid. She felt it was an excellent course that would promote awareness in dealing with clients at any service point or with fellow workers. She suggested it would be a good course for staff to attend as a way of improving awareness of mental health issues.

The committee fully supported staff attendance at this course.

## 5. STANDING ITEMS

### 5.1 Quality

No discussion

### 5.1.1 OH&S

No discussion

## 6. REPORTS

Nil

## 7. NEW BUSINESS

### 7.1 First Aid Officers update

With some staff movement over the past couple of months, there have been some changes in First Aid Officers. The changes are:

Vera Kalyiczinsky– Ward Library (training completed)

Christine Merlino– Blacktown Library (nominated and training scheduled)

Vacancy at present – Allen Library

### 7.2 First Aid kits

All libraries had their first aid kits routinely restocked in January this year. The kits are restocked by the company Uneedit. It is the nominated First Aid Officers role to regularly

check the contents of the kits. If additional supplies are needed before the regular stocktake, UWS OHS unit should be contacted.

### 7.3 OHS Consultation training

The UWS OH&S Unit has consulted the Chairs of all committees about refresher training in response to new OH&S legislation. There was discussion on whether the committee should attend the training. More information should be sought about content and dates.

### 7.4 Suggested initiatives for OHS funding committee (OHSFC)

The UWS OHS Funding Committee (OHSFC) will meet on Thursday, 8 April, 2010 to review OHS funding proposals for 2010. The proposals must be tied to increasing the OHS awareness or directly relate to addressing an OHS initiative which would not normally be funded from normal operational budgets (i.e. chairs, ergonomic supports etc). The OHSFC will review such proposals at this meeting.

Following discussion it was agreed we would forward our proposal of Diabetes and blood pressure checks.

### 7.5 Emergency Assembly points

John Ellem raised a possible issue which arose from an evacuation at the Campbelltown Library on Tuesday 23<sup>rd</sup> March. All patrons left via the front doors and assembled at the front of the library but it is probably not the best assembly point considering the size of the area. Also there is no signage about assembly point/s displayed in the library.

## 8. ANY OTHER BUSINESS

Nil

**Meeting Closed** 2.50 pm

**Next Meeting:** 24 June 2010 at 1.30 pm