

**College of Business  
OH&S Committee Meeting  
Minutes of meeting held on Wednesday, 8<sup>th</sup> August, 2007  
Meeting Room U1.1.23, Blacktown Campus at 10:00 am**

**Present:** Judith Chapman, (Chair), Nelson Chan, Janet Cowen, Virginia Furse, Masudul Haque, Lloyd Marshall, Dennis Mortimer, Lena Lewis (for Jan Ryan), Alexandra Tillman – OHS Coordinator

**Apologies:** Craig Ellis, Kerry Mahony, Trish O'Brien, Jan Ryan

**1. Preliminary Business:**

- 1.1 Although Trish O'Brien was unable to attend today's meeting, the committee extended a welcome to her;
- 1.2 The minutes of the previous meeting were accepted.

**2. Business arising from previous minutes:**

- 2.1 Path outside EH – this item has still not been attended to, although Judith Chapman had spoken to CWF, who had said they would carry out an inspection. Alexandra said she would take the matter up again with CWF and would inspect the site with Judith.
- 2.2 Allocated Funds - \$10,000 – will need to be spent by November; Jan Ryan's report from the Forum advised that UWS will buy two defibrillators per campus; the committee agreed that if they had not spent the committee's allocated funds by November they would buy defibs for COB offices on Blacktown, Campbelltown and Parramatta, which of course could be used by all other UWS areas.
- 2.3 Building EA – security – Alexandra had contacted Security and they were aware of the problem that cctv cameras were not always being watched and so they are implementing an emergency phone plan across all campuses.
- 2.4 Safety issues – to be addressed later under the Heavy Lifting sub-committee report.
- 2.5 The following items still need attention:
  - 2.5.1 Trip hazard – wall near canteen, Campbelltown campus – although CWF have been notified, this matter has not been addressed; Alexandra will look further into this matter;
  - 2.5.2 AIPs/Epipens – Jan's report from the Forum meeting advised that Epipens are not to be used by unauthorised personnel. Virginia to contact the Disability Services officer ([Ms Kerri Heavens](#)) to advise that only authorised personnel are able to administer Epipens and that students should be responsible for administering their own Epipens.
- 2.6 Barry Flanagan was unable to attend the previous meeting, and had not responded to Judith's invitation to attend today's meeting. Alex advised that the OH&S website is currently being updated.
- 2.7 Noticeboards – to be addressed under the Communications sub-committee report.
- 2.8 OH&S training – Alex advised that training would take place in December, and that Nicole Goodwin would be sending out notices of the training

sessions shortly. Four new committee members need to do the training and some may need refresher training. This to be worked out with Nicole.

- 2.9 Window tinting for the School of Law – had been done and paid by School of Law.
- 2.10 Janet to ask Simon Lenthen to submit a hazard report re the path from the pool vehicle parking lot at Penrith which is unlit at night and generally unsafe.
- 2.11 Response from CWF to job requests – when system is finalised, responses will be automatic as they are with the IT Helpdesk.
- 2.12 Travel policy – Judith and Dennis to draft a report/letter to the Dean re staff travelling for longer than eight hours and the dangers of DVT. It is recommended that staff be funded for a stop over after eight hours travelling if they request it.
- 2.13 Fire Wardens – to be discussed under Communications sub-committee report.
- 2.14 Funding ideas – Flexibility Stretch poster - \$10.00 each; committee members to send requests for posters through to Alexandra.
- 2.15 Workplace Injury Management program – posters to be displayed near First Aid kits and Noticeboards.

### **3. General Business**

- 3.1 Terms of Reference – committee members to send their comments through to Judith and Virginia; Virginia to revise document which will be discussed at next meeting;
- 3.2 Heavy Lifting sub-committee report – the sub-committee had met to discuss what should be included in the survey, and had met again after the survey had been developed. It could not be attached to an all-COB email and so it was put on the COBweb site. Unfortunately only five responses were received, so committee determined to put hard copies in staff pigeon holes. Janet to send via email to committee members – to be printed and distributed, and returned to Janet by end August, to allow time to purchase items if necessary from allocated funding before deadline of November. Virginia to get quotes from Eduquip for bags/trolleys with COB printed on them; Dennis suggested that a bag/trolley should be kept in each pool vehicle which the committee agreed was a good idea.
- 3.3 Communications sub-committee – had met once; two items which still needed to be finalised: newsletter and noticeboard count. The newsletter could not be finalised before fire wardens could be identified, and at this stage it was difficult with so many staff moving offices; the same problem affected noticeboard counts. It was agreed that all staff should be invited to attend fire warden training, and Alexandra advised she was willing to come to each workplace to conduct the training which takes about two hours. PDU should be contacted and asked to manage these training sessions through their area. Training will be highlighted in the newsletter which Virginia is to finalise by the end of September.
- 3.4 Security and Emergency Responses sub-committee. Dennis volunteered to join Judith and Kerry on this sub-committee. Judith advised that this committee had not yet met but would be meeting asap to discuss:
  - a) EA;
  - b) what to do in the event of a fire;

c) lock-downs. Alexandra advised that UWS had decided against lock-downs but rather the plan would be that everyone would be asked to vacate the campus.

#### **4. Other Business**

- 4.1 Fire – School of Law, building EK; a bar radiator had caused a fire in EK; alarm had not gone off, fire brigade had been called. An incident report should be submitted – Masudul Haque to attend to this matter.
- 4.2 Identified hazards – Alexandra advised that incident reports should be submitted for any hazards identified, so that she could make sure action was taken to fix the problem; Alexandra also stressed the importance of submitting incident reports quickly, (she advised that she had been alerted to two fires via OH&S Committee meetings that her unit had previously not been informed of). She mentioned that the university could be fined \$1,000 if it did not act within a certain period. Staff should be informed that Security make their own reports which is a separate issue and staff involved need to ensure that incident reports are filled in and sent to the OH&S Unit asap. This should be reported at school meetings.
- 4.3 Virginia had reported to CWF the trip hazard on the path outside the coffee shop at Parramatta campus which had been advised by a staff member of the School of Marketing;
- 4.3 Fire alarm at Building U2 – staff had vacated building but it was noted that there was only one fire warden for the building. Alex advised that there should be a fire warden for every exit (see item re fire warden training above).
- 4.4 Security problem in building U2 since Reception has been closed. After discussion it was agreed that Virginia should log a job to have entry doors to each corridor fitted with a lock, and to ensure that the phone in the foyer was working/resurrected;
- 4.4 Staff should not come back to work before the end date of their sick leave medical certificate. This should be highlighted at each School meeting by committee members when making their respective school reports.
- 4.5 Dennis advised academic committee members that their membership of this committee entitled them to 100 workload hours; query hours for sub-committee work.
- 4.6 Judith recommended a fourth sub-committee to be headed by Lloyd – a Building Inspection sub-committee. Committee agreed. Judith also suggested that students from Management/OH&S course could be asked to help Lloyd with inspections. Lloyd to take this up with unit co-ordinator. Students would be associate members of this committee, and therefore would not need official training.
- 4.7 Lloyd offered to attend next Forum on 13 September on Judith's behalf.

#### **5. Next meetings**

Wednesday, 10<sup>th</sup> October – Bldg BO, Werrington South, (Alex to book venue) 1:30 – 4:00 pm, lunch included (to be confirmed/booked by Judith);

December meeting to follow second training day at Werrington South – probably 4<sup>th</sup> December, at 3:30 pm (to be confirmed), Bldg BO, Werrington South.

**VF**  
**8/8/07**