

**School of Nursing  
Occupational Health and Safety Committee Meeting  
Minutes**

**Date: 27 October 2008**

**Venue: Campbelltown Bldg 7 Conference Room 2 - 11 am – 12.30 pm**

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**Meeting Opened: 11.07 am**

**Present:** Vicki Osborne, Sharon Bourgeois, Vix Betihavis, Vivienne Rae

**Apologies:** Nicole Knox

**Minutes of the Previous Meeting:** tabled, only one person from the previous meeting present to accept.

**Business Arising: including “for actions”**

- **Staff training report**
  - Sharon and Vix now trained, Bashir to train in Dec. Vicki Osborne’s expression of interest put out to CPU staff has brought no response. Should all CPU staff be members? SB brought up the new school structure for 2009. With this the new Deputy Clinical director and the new School Manager will become members. General consensus there needs to be more general staff on the committee. Sharon to take this to KMG to target training. Suza Trajkovski suggested she would be prepared to train, however Sharon Bourgeois needs to check if this has to be full time staff only.
- **Inspection report/follow up actions**
  - **Bankstown** – Bankstown inspection completed in January 2008. Log of requests to capital works were completed. Request for additional cleaning of kitchen cupboards on Bldg3 was paid for through school. However the problem has resurfaced and this needs to be an ongoing request as it does not come under the standard cleaning procedure. Suggested that Libana keep an eye on this and forward regular requests as the need arises through the School Manager to Capital works (VR to approach Libana). Step sets provided for administration and CPUs at Bankstown and Campbelltown. Hot office cleaned out and now usable for casuals. Mould in the corridors was addressed over Dec/Jan and was OK until recent rain, however is now resurfacing.
  - **Campbelltown-** offices not inspected, (VR to do) however Bldg 7 air conditioning was fixed. (Immediately post this meeting the first half of bldg 7 was again a problem and has been reported to CW) . Classrooms in Bldg 10 that were mouldy were recarpeted and painted over the Xmas break. Shelving was installed in CPU storeroom. Further improvements in CPU suggested by CW not pursued due to new CPU labs coming in May 2009.
  - **Parramatta** – has had severe water damage in the offices of Bldg ER, particularly on the lower floor. Vix has logged 2 maintenance requests

in the last year but nothing has been done. Most likely this is because of the new building program and the plan for moving of staff from existing offices in the near future. ( 1 week post this meeting another storm occurred and flooded the building again.). Airconditioning problems at Parramatta. Jane Koch reported on October 14. “Glen” inspected this. Not sure of the outcome, however this needs to be followed up as staff cannot be expected to go into summer with no air conditioning. (\*\*Vix)

- **Hawkesbury** – H11 has mice droppings and mouldy carpets, inducing chest problems for those using the room. VO has put in a request for carpet cleaning and painting. The blinds have been cleaned so far. \*\*\* VO to re-inform Capital Works of the need to attend this. Some office inspections have been done; these have been lengthy processes. Office checked by Alex Tillman was considered a fire hazard with a lot of paper and high boxes. Some clearing done; early January to have a follow up inspection. Other offices to be completed after semester finishes. Judy Hennesey’s office passed.

\*\*\*\*Sharon Bourgeois will check up on how long past assignments and exam papers are required to be held. She will circulate this information around the school.

- Sharon Bourgeois proposed that staff be informed that they will have an office inspection early March and be provided with a proforma of the items that will be checked. This will give them advance notice of the requirements and allow them the opportunity to clear up before the inspection. It is suggested this be circulated by January, with a reminder mid February. 2<sup>nd</sup> VO. Carried. \*\*\*\*Vivienne to prepare inspection proforma from standard OH&S documentation. Should become an annual process.
- Request for clarification – what is the formal process for the follow up of ergonomic assessments?

Answer:

1. Staff member to request ergonomic assessment (to Alex Tillman)
2. Alex to inspect, report and make recommendation/s to staff member
3. Copy of report to be forwarded to School manager by staff member.
4. School manager to determine action, notify the staff member and initiate the action.
5. Chair of the OH&S committee gets a copy of the report and should check there has been a follow up.

- **C’town Airconditioning (see above in Campbelltown inspection report)**
- **Fire warden training – where is this up to?**
  - This has been done. Vix reported that there were no hard hats at Parramatta.
- **Biosafety reaccreditation for NT6 to do BSL’s- what about 2009?**

- This is an annual requirement, however since there is no further NT6 this is now unnecessary. If any other unit wishes to carry this out they need to complete the Biosafety committee application forms (Head of School to sign). This procedure is allowed to be done in other schools.
- **Mould in classrooms/buildings – VR (addressed above in Campbelltown inspection report)**
- **Spending of 2007 \$2000**
  - We spent very little of the 2007 \$2000 that was allocated to SON. David bought some step ladders.
  - 2008 we have to spend this \$2000 very quickly (books close by Dec). Proposed that there be 2 trolleys/campus purchased for academics to carry exam papers and books between/around campuses. Sharon suggested a fol up trolley she had seen that was approx \$150, with larger wheels. Thought that they should have combination locks and be booked in and out by administration staff.
  - Check up on final date for this spending. (Post meeting found this to be Nov 21)
  - Viv to enquire about some that have been purchased for IT/Maths.
- **Trim recording of OH&S minutes? – KB – Kathy is no longer with us, however the suggestion was to have these meeting minutes Trimmed. Will pass this to Alison Sheppard.**

**Correspondence: Nil.**

**New Business:**

**1. Lab Risk Assessments –VO – correct incident reporting VR.**

The SON is the only school not complying correctly with this. The Dean is adamant that we must show compliance. The Lab risk Assessment form has been completed, however has never been presented to staff. There are numerous notices outside the CPU lab doors to indicated requirements of clothing, footwear, and eating. However many staff are not adhering and students follow their lead. The laboratory attendants are doing battle with both staff and students to enforce the requirements. One staff member even abused Alex Tillman when she pointed out problems on an inspection, indicating they had the right to decide what they enforced. Sharon Bourgeois and Vicki Osborne will meet on 27 Nov (1.30 pm Hawkesbury campus) to prepare a “user friendly” checklist that ALL CPU Academic staff (full time and casual) must comply with and sign for every class they run. Academics are not to be drinking coffee or eating in the classes. It was suggested that there be spot checks to monitor compliance by the Deputy clinical director and OH&S.

**Campus Lab Assessments – VO**

When students are attending the campus lab assessments they must comply with the OH&S regulations. All staff who are running these sessions must enforce the rules. Suggested that a full staff inservice be

required to direct staff to requirements and to show them what they have to fill out.

### **Correct Incident Reporting - VR**

All lab. incidents must be correctly reported on the appropriate documentation. There are many incidents that have gone unreported.

### **2. Clinical Placement Injuries – VO**

When a student is hurt on clinical placement they must complete the incident report forms at the hospital and forward them to OH&S within 48 hrs. At the moment there is over a month delay and Workcover will not accept that delay. They should be emailed to the Clinical Education staff (Kerry Bell, Pat Mathis, Michael Jeanes, Harry Chambers, cc Sharon Bourgeois, Vicki Osborne and Lyn Stewart).

### **3. Meeting schedule for 2008/9 – VR**

Proposed that there be 4 meetings in 2009. Two meeting dates proposed so far for 2009

- i. Wed 3 June 2009 Hawkesbury 10-12 noon.
- ii. Wed Nov 4 2009 Campbelltown 10-12 noon

Two more to be determined by December when timetables are finalised. Suggestion of one in February or early March.

Meeting finished (overtime) with following items held over.

4. Report from College OH&S committee – VR.
5. Workloads - VR

#### **For Action:**

- Sharon Bourgeois needs to check if OH&S training is open for full time staff only. Can contract staff train?
- Office inspections proforma to be developed by Dec. VR
- Sharon Bourgeois - check up on how long past assignments and exam papers are required to be held - circulate this information around the school.
- Vix to follow up air-conditioning problems at Parramatta
- Vicki to follow up H11 maintenance requests
- Vicki and Sharon to prepare CPU Lab Risk Assessment checklist.
- Vivienne to check out trolleys for staff to carry heavy bundles around campuses

**Meeting closed: 12.30 pm**

**Next Meeting: TBA**