

UWS CONFERENCE AND RESIDENTIAL COLLEGES LTD

**OH & S COMMITTEE MEETING**

Wednesday 19<sup>th</sup> October 2005 Hawkesbury Campus

**Minutes of the meeting of the OH & S Committee for UWS  
Conference and Residential Colleges Limited held at Hawkesbury  
Campus on 19<sup>th</sup> October 2005.**

**Present:** Robyn Roffe, Ashwin Bhutani,  
Leonie Towerton, Frankie Motilal  
Elizabeth Fong, Vanda Whitworth, Nick  
Dionisopoulos, Naomi Barnard

**Apologies:** Bill Parasiris

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**1. Welcome**

Robyn welcomed everyone to the meeting.

**2. Business Arising**

**2.1 Boiler Contractor**

Frankie confirmed that the new contractor has completed the OH&S Induction workshop.

**2.2 Tagging and Testing – Conference Centre**

Frankie to speak to Talat re completing the “moderate risk” items.  
Vanda to send final numbers to Robyn

Frankie Motilal  
Vanda Whitworth

**2.3 Testing & Tagging of Priority Items**

Frankie to liaise with Talat with regards to tagging the remaining “lower risk” items.

Frankie Motilal

**2.4 OH&S Review**

Completed

**2.5 Staff Handbook**

Leonie to update manually and send out to Simone and Helene.

Leonie Towerton

**2.6 Lock it or Lose it Stickers**

Stickers have been ordered – we are awaiting delivery. They will be distributed so that Managers can put them on the doors during the Christmas break.

Leonie Towerton

**2.7 Double Adaptors**

Legislation does not address them specifically. The committee decided that they should not be used in residences. This is already reflected in the Resident Handbook.

## **2.8 Phone Chargers**

Clause 8.4.3 has now been included into the License Agreement.

## **2.9 OH & S Awareness Draft Survey**

Robyn to distribute to Managers. To be used during O'Week and put into Welcome packages.

Robyn Roffe

## **2.10 Workplace Death Bill**

Hold over pending OH&S Legislation Review.

## **2.11 Penrith Power Outages**

Not resolved as yet. Bill to forward Robyn copy of email and any updates since.

Bill Parasiris

## **2.12 Hawkesbury Fire Safety Memo**

Completed.

## **3. New Business**

### **3.1 OH&S Matters Arising from Management Reports**

BNK – Steve Hoad is working on resolving the audibility of the Bankstown alarms.

Fence – UWS has suggested planting “thorny” bushes to deter residents and externals from climbing the fence. Naomi to write to Andrew Hawke, with this suggestion. Cc to Ray Collins and John Presbury. Raise it as an OH&S issue.

Naomi Barnard

Conference and Venue – Outside chairs are very heavy to lift and move every day. Vanda to investigate a trolley or light weight alternative table and chairs.

Vanda Whitworth

## **4. Other Business**

### **4.1 Latest Media Releases**

Robyn went through the new media release from Workcover.

<b>Item Ref</b>	<b>ACTION</b>	<b>WHO RESP</b>	<b>TARGET DATE</b>	<b>STATUS Current/ closed</b>
2.2	Talat to finish tagging and testing at Conf Centre	FM/ VW	16/11/05	
2.3	Frankie to liaise with Talat re tagging of all campuses' lower risk items	FM	Next meeting	
2.5	Update and distribute handbook	LT	31/10/05	
2.6	Lock it or Lose it Stickers	LT	When delivered	
2.9	Distribute OH&S Survey	RR	31/10/05	
2.10	Workplace Death Bill	RR	After OH&S Act Review	
2.11	Forward email to RR re power outages	BP	31/10/05	
3.1	Send email re "thorny bushes"	NB	Next meeting	
3.1	Quote for trolley or lightweight furniture	VW	16/11/05	