

Division of Academic and Services OH&S Forum

Confirmed Minutes for Meeting

Thursday, 14 June 2007 – 2.00pm

Training Room 2, Building BO, Werrington South

Present:	Geoff Lattimore Jim Micsko Judy Crabb Paul Smith Hinewai Donaldson Jan Ryan (for Judith Chapman) Andrew Robb	Library Academic & Services Division - Chair College of Arts College of Health Science Academic & Services Division - AEC College of Business OHS and Information Services
Apologies:	Judith Chapman Alexandra Tillman	College of Business OHS and Information Services

1 APOLOGIES

Apologies were noted above.

2 WELCOME TO NEW MEMBERS

Andrew Robb was welcomed to the meeting. Andrew is the Manager, Occupational Health Safety & Info Services and is at today's meeting in place of Alexandra Tillman.

3 MINUTES OF PREVIOUS MEETING

The Minutes of the previous meeting were accepted and confirmed.

4 BUSINESS ARISING FROM LAST MEETING

- 4.1 Situation with the Management Representative for the College of Health & Science Committee has not improved. Paul Smith to continue to try and resolve.

5.1 Library OH&S Committee – G Lattimore

Since we last met the Library's OHS committee has met twice, in April and again in June. Alexandra Tillman, the new UWS OH&S Coordinator was in attendance at our April meeting. Alexandra informed the committee that her role is UWS wide as there are no longer any campus based coordinators. Alexandra is currently undertaking training in order to be accredited as a workplace trainer for OHS Consultation Training. This will enable Alexandra to train all new OHS committee members in-house.

Other items discussed at these meetings included:

- First Aid Officers: The need for some staff to update their First Aid Certificates, the OHS unit will contact staff where this is the case.
- \$4000 has been made available to the library again this year, through the OHS Committee for expenditure on specific OHS related items or programs. Suggestions canvassed included – "Fit for Work" program to be run again in 2007. We have since found that this business is no longer operating, however a similar business has since been established. A suggestion was also made to approach the UWS Connect Gym, to see if they were able to provide similar training at each Library, we are looking into this ideas
- Removal of public telephones at Campbelltown and Bankstown – concerns have been raised concerning this and ongoing inquiries are being made about possible replacement (with success at Bankstown).
- Emergency Evacuations. Some campus libraries have not had a drill for some time. Campus librarians will soon be contacted re frequency of these drills at their campus library.

NOTE: Jim Micsko confirmed that Library funding would be \$5,000 for 2007.

5.2 Academic & Services OH&S Committee – H Donaldson

- Election of Deputy Chairperson – to be discussed at next meeting when a permanent TDU (Teachers Development Unit) replacement is confirmed.
- Judy Edwards has completed the online OH&S Training.
- Discussed options for refresher courses or updated training courses. To be discussed with Alexandra Tillman.
- The website for the OH&S Committee will be updated once an Admin Officer has been trained.
- All committee members were asked to clarify who the 1st Aid Officers and Fire Wardens are in their respective work areas.
- Inspection of the Student Learning Unit will take place at later date due to the relocation from Hawkesbury to Penrith campus.
- Inspection of the TDU & the Badanami Centre at Hawkesbury campus was carried out.

5.3 College of Business OH&S Committee – J Ryan

1. Defibrillators. Consideration is to be given to the provision of two defibrillators at each Campus. As these would be used UWS-wide should the cost come out of central funding?
2. Pooling allocated funds. Consideration be given by the Forum to the pooling of allocated funds to support agreed initiatives, such as the provision of defibrillators, epipens etc.
3. The use of Epipens – staff are not happy to be responsible for the administering of Epipens. Advice regarding availability and use of Epipens, plus the idea of stocking Epipens in First Aid kits and provision of relevant training of same.
4. OH&S website is still out of date. When will that be updated and who is responsible for updating it? The contacts our College had are no longer with UWS.
5. Our committee would like response from CWF to confirm that they have received a job/maintenance request, and a notification when the job has been completed (along the lines of the system used by the IT Helpdesk)
6. Consideration be given to changes to UWS travel policy, to include a stop-over after eight hours of travel to avoid the risks of DVT.
7. Provision of extension phones on each floor in Building EA – Parramatta Campus. If an incident occurred on the top floor there is no way of contacting Security quickly.
8. Lifting of heavy items is an issue within the College. For example academic staff are required to take papers/readers etc to/from class, in some cases boxes are required to be lifted and carried. Also when new computers are delivered, staff are required to lift monitors onto desks. If a staff member has a bad back then how is this matter addressed. At present another staff member has to lift the monitor from the container it arrived in onto the desk. This is not an acceptable solution. How are these issues addressed in other Colleges?
9. Trip hazard – Campbelltown Campus. Currently students take a short cut across a small brick wall near the canteen/serving area to access the main thoroughfare. A hazard notification has been submitted in May and Security notified but no action has been taken to date.
10. Worn coir mats outside the main doors to buildings on Campbelltown Campus were becoming dangerous as the outer edge of the mats were becoming a trip hazard. A hazard notification has been submitted in May and Security notified, but no action has been taken to date.
11. Evacuation plans and notices for each building across all campuses. Following workplace inspections its was noted that some staff are unaware of what to do or where to go should an emergency arise. An audit of the emergency notices placed in buildings identified they were out of date, many with the old logo, and some buildings had no notices at all. What are other Colleges/Units doing?

5.4 College of Arts OH&S Committee – J Crabb

The College of Arts OHS Committee last meet on Friday, 20 April, 2007.

The issues discussed by the Committee since the last Divisional Report includes:

1. OHS Incentive Funding

College Reps were asked to submit ideas for strategic OHS projects for 2007 to the Chair prior to the 18 July meeting.

2. Emergency Evacuation Plans

This issue has been on the agenda for some time. Nothing has changed – we are still waiting on emergency evacuation plans for each campus. Concern over the lack of communication between security and Emergency wardens when alarms do sound appears common across campuses.

3. Changes to maintenance service delivery

Susan Hudson's advisory was circulated and considered. It was noted that there has been a noticeable drop in the servicing of pool cars with regard to cleanliness many cars have dirty car windows and interiors. Another issue that is starting to cause concern is the management of maintenance contractors for work across campuses as there are delays resulting from the batching of jobs.

4. Capital Facilities

- i) The side panels on one of the staircases in Building J, Kingswood has still not been installed. Apparently, CWF are waiting on an architectural report on this and this work will be included in a broader CWF refurbishment project on Kingswood campus.
- ii) The dividing screed in Building BB was deemed dangerous. The screen was reported to CW&F but had not been resolved.
- iii) Air-conditioning in the recording studios is turned off after normal business hours and this is a problem for staff and student who access the recording studios after hours. This has been reported.

5.5 College of Health & Science OH&S Committee – P Smith

Paul Smith reported that the management rep is still not attending meetings. Paul will continue to pursue the matter with the College Executive.

The issue of courier deliveries was raised. The College OH&S Committee suggested that Finance be asked to produce a formal letter of advice which is sent to all suppliers who use couriers for deliveries at UWS. The formal advice should have the following details:

- that the supplier provide their couriers with an updated address for UWS for specific delivery points at each UWS campus as requested on the purchase order;
- that the goods be delivered to and signed by the person specified on the purchase order;
- include a notice of liability to the supplier of the goods advising the supplier of their legal responsibilities for the goods and any monetary or safety implications that may arise until such time that the goods are delivered to the specified person and/or delivery point.

Andrew Robb advised that he would follow this matter up with the relevant people in Finance.

The Committee also suggested that emergency contact numbers should appear on staff & student cards.

ACTION: JIM MICKO TO FOLLOW UP WITH SUSAN ARMSTRONG.

6 GENERAL BUSINESS

6.1 OH&S funding

It was agreed that each Committee would continue to discuss funding in their meetings and return with suggestions/ideas for the next Forum meeting.

6.2 Worksafe Sam Software

This is currently being deployed across UWS. More information will be provided at the next meeting.

ACTION: ALEXANDRA/ANDREW TO PROVIDE AN UPDATE AT THE NEXT FORUM MEETING.

6.3 Evacuation Drills

Andrew advised that the process of evacuations is now starting to filter through each work area of UWS. The OHS&IS Unit is trying to include, as part of the process, a pre-inspection OH&S check/visit of new buildings at UWS.

7 NEXT MEETING

Thursday 13 September 2007

2pm to 3pm

TR2, Building BO, Werrington South

8 CLOSURE

Meeting closed at 3.35 pm.