

Meeting Specifics

Meeting Name:	OCCUPATIONAL HEALTH & SAFETY COMMITTEE				
Meeting Number:	05-2009				
Meeting Date:	2 December 2009	Start Time	11.10am	End Time:	11:40am
Meeting Location:	Building AD.LG20 Conference Room, Werrington North				
Chair Person:	Chris Pridham				
Minute Taker:	Diane Hughes				
Attendees:	Cliff Mitchell (Mgmt Rep), Chris Simkin, Manfred Eder, Kerry Brennan, Darrin Bailey, Sonya Cachia, Chris Dunphy, Michael Shellshear				
Apologies:	Willy Becker				

Agenda

Item No.	Topic	Presenter
1	Business Arising from the Minutes (Action List)	
2	General Business	
3	Working Party Reports	
3.1	Workplace Inspections	All
4	Items for Information	
4.1	Accident/Injury Trends for UWS	All
5	Other Business	

1. Business Arising from the Minutes (Action List)

Item No.	Subject/Description	Owner / Source	Action Date
1.1	<p>Who in ITD have completed manual handling training CP & MS met and discussed manual handling training. MS has an excellent package which is well tailored to our requirements.</p> <p>Scheduling of this training could happen this year. CP & MS to meet and discuss the best time to schedule training.</p>	CP/MS	ASAP
1.2	<p>Driver Training Course Several IT staff recently completed Defensive Driver Training by Auto Motion. This training was comprised of theory and individual driver assessment.</p> <p>CM suggested a continued progression/follow-up as some of the outcomes for individuals were not up to the required standard. The Committee agreed with the following:</p> <p>a) Phillip Costley will raise at the next Management Meeting b) Managers and IT OHS Committee to meet and discuss with the individual staff members and ask them to attend a further driving course. c) CP to pursue in the 2nd or 3rd quarter next year a more attractive and effective training course options.</p>	PC Mgrs/IT Committee CP	11/11/09 ASAP Next year

Item No.	Subject/Description	Owner / Source	Action Date
1.3	<p>Disabled Lift in Building 23 @ Bankstown MS met with DB and carried out a Risk Assessment of the area that house the disabled lift. MS has advised DB to place a sign on the lift advising that this is an OH&S issue. MS also completed an assessment of the kind of lifting that the team is required to do and has suggested a mechanical stair trolley.</p> <p>DB advised that Ricoh have a large printer upstairs and when this was delivered they used the disabled lift. MS advised when external contractors arrive with inadequate equipment they should be advised that this is not appropriate and request they return with a Safe Work Method Statement.</p> <p>MS to write a report of his assessments and send to CP for distribution to:</p> <ul style="list-style-type: none"> a) Manager, IT Support b) OH&S Management Representative c) OHS Unit d) CSC e) Disabilities Unit f) Capital Works – Campus Security 	MS/CP	ASAP
1.4	<p>Building 6 @ CMB There are proposals for a move of the networking team at Campbelltown. Current plans do not show sufficient space and an OH&S review has been requested as a part of the process of justifying more space.</p> <p>Phillip Costley advised CP that there is a new proposal for this area. CP tabled plan. It is understood that this new layout meets the requirements stipulated by the assessment completed by MS of this area.</p> <p>MS to compare this with the original risk assessment.</p>	MS	ASAP

2. General Business

2.1	Nil to report.		For info
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3. Working Party Reports

3.1	<p>Workplace Inspections Nil to report.</p>		For info
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4. Items for Information

4.1	<p>Accident/Injury Trends for UWS Nil to report.</p>		For info
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5. Other Business

5.1	<p>Terms of Reference CP would like to create a working party to review the Terms of Reference. The working party to include CP, MS and a volunteer. SC volunteered.</p> <p>CP will set up a meeting.</p>	CP	Approx 2 weeks
5.2	<p>Resignations There will be several resignations from the Committee. CM & CD will be leaving the university and KB will be resigning from the Committee. ME is part of the Print Services unit and may also be leaving the Committee.</p> <p>CP noted that there will be a membership crisis at the beginning of next year and we need to think about running Committee Training for new members. A strategy for recruitment will be addressed in the above working party (Item 5.1).</p>	For info	

Item No.	Subject/Description	Owner / Source	Action Date
5.3	<p>Consultation Training SC asked MS if there would be anymore consultation training. MS noted that there will be more training held in the new year and he will be conducting them.</p>	For info	
5.4	<p>Building BH Kingswood MS asked CP if he has heard of any progress with the floor in building BH. The replacement of the sub floor is necessary due to the fact that it didn't have the engineering parameters to deal with the weight that was placed on it. CP to follow-up.</p>	CP	ASAP
5.5	<p>Air-conditioning in Building AG SC advised there is an issue with the noise and temperature of the air-conditioning in Building AG. The unit is connected to two areas – ITP and the Help Desk. Only one of these areas works at one time and SC recommends two separate controls or a new air-conditioning unit. Several jobs have been logged with Capital Works with no result.</p> <p>SC to discuss with Richard Berta and try to organise a meeting with Vickie Robinson, Phillip Costley, the air-conditioning mechanic and Capital Works (Glen Holder).</p>	SC	ASAP

Next Meeting

Next meeting TBA.