

Minutes of
Occupational Health & Safety Committee
Thursday 8 October 2009
Penrith XB305 Conference Room

Present: Ali Hellany (Chair) (AH), Mithra Fernando (MF), Robert Marshall (RM), Rattan Bhandari (RB), Robyn Carter (RC) Minutes, Wayne Turner (WT) Security, Wayne Hatty (WH)

1. Apologies

Chris Nash

2. Minutes from previous meeting

The Minutes of the meeting held on 13 August, 2009 were accepted.

3. Business Arising

3.1 Neutron Source

The University organised by Andrew Robb, O H & S unit has allocated and paid a company to remove the neutron source. MF will advise the O H & S Committee when a definite date for removal of the item has been decided.

3.2 First Aid Training

As RM is one of the designated First Aid Officers for XC RM has given a copy of his First Aid Certificate to admin to notify HR.

3.3 College Funding

CPR pouches have been ordered and will arrive by Friday 23 October, 2009. The cost per item was \$3.37 per unit totalling \$1,853.

Discussion regarding date of Safety Awareness Week followed and the Committee unanimously decided that:

- the last week of the semester commencing on 26th October and ending Friday 30th October would be appropriate
- The main target is first year students (approx 500) who are likely to be handing in assignments that week. If this promotion is continued next year we would also be targeting first years and eventually all students would be reached

Action

- The CPR pouches will be handed out by admin from the reception area with the help of AH
- RC to ascertain the main assignment collection times for that week for first years submission of assignments
- CPR pouches are also to be given to academic staff
- Discussion about sending out email to all students followed and it was decided there could be an equity issue if we were trying to explain why first year only students were receiving CPR pouches
- An O H & S promotion brochure has been provided by the O H & S unit and RC will organise for the printing of this brochure in time for the Safety Awareness Week

RC to send O H & S brochure to printer

4 General Business

4.1 Inspection Reports and Schedule

RB and WY completed an inspection of BX Workshop.

The following were noted:

- Emergency shower located in BXG09 needs periodical checking even though it is not used
- Some of the Electrical Labs don't have exit signs installed. RC to email Michael Shellshear to arrange an inspection to ascertain whether the signage complies with O H & S policies
- Fire extinguisher in XBG27 is kept on table and needs proper installation. RC to lodge a maintenance request.
- XBG27 is overcrowded with different electrical items and equipment and needs housekeeping. AH will speak with lecturers re housekeeping of room
- Entry area near XBG27 needs cleaning as leaves come from under the exit door towards west side. RC to contact maintenance (Michael Row in John Poulos's absence) to arrange for cleaners to sweep out stair/foyer area.
- Some rooms/lab area are heavily occupied and used as storage of very old and unused equipment and electrical items
- XB109 (Linux) overcrowded. It was ascertained that students do not physically go into this room but access the lab remotely by computer.

RC to contact maintenance

RC to email Michael Shellshear
RC to contact maintenance

AH to speak to lecturers of XBG27

RC to contact Michael Row

4.2 Incident Report

An incident report has been lodged as a result of a grill being moved from one area to another in XC and not properly strapped causing the grill to fall onto the floor. Fortunately noone was injured and in future the forklift jib with a hook will be used. MF discussed the incident with technical staff.

4.3 Smoke Free Workplace

The Committee will discuss a smoke free workplace in the future after the University has a policy in place.

5 Other Business

5.1 Emergency Evacuation Drill

The Chair welcomed Wayne Turner from Security to the meeting and the following points were raised:

After completing emergency warden training it was brought to the wardens attention by the O H & S unit that there should be an annual emergency drill and meeting with all fire wardens.

- Wayne Turner indicated he had received instructions from Capital Works management to arrange a campus wide emergency drill.
- WT indicated he would be happy to run an emergency drill independently with our School if that is what we wanted.
- After discussion the Committee agreed that we would comply with WT's plan to hold the Emergency Evacuation Drill during stuvac (tentatively on 7th November at 10am) as lecturers and wardens are here and the wardens are the ones that need the information.
- The issue of contractors turning up without notice was raised. WT indicated that Capital Works is trying to tighten up these issues and indicated all contractors should have a contractor's pass. If they have no pass they should be challenged.
- Contractors arrive at the Communications Cupboard on the 3rd floor of Building X without notice although WT assured the Committee that this contractor/Uni employee would have had to sign for the master key at Security beforehand.
- The difficulties of who to report to when contractors arrive was indicated. Possibly plumbers could go to the reception area who could ring MF, Technical Manager. Contractors arriving at BX Workshop could possibly report to Paul Toner.
- WT indicated there had been a mock emergency evacuation at Building Z including a contractor.

5.2 Emergency Evacuation of Building Plan

Firstly, the School of Engineering at present does not have a Building Emergency Evacuation Plan. A draft needs to be prepared as part of the Emergency Preparedness Committee and Wollongong Uni has excellent information on their website that could be used as a base.

MF indicated that the Uni must have a website that includes zones, assembly area and instructions for students, fire safety etc.

Secondly the emergency policy of the School needs to be drafted – should it be in the confines of the School or discussed with the O H & S unit?

The Committee will start by raising the issue with the College O H & S Committee and Andrew Robb as to whether there is a generic University plan.

5.3 Alarm in Postgrad area

In the case of an emergency staff are unaware of number of postgrads in the Postgrad area. The door outside the Robotics Laboratory immediately closes when a fire alarm goes off – therefore no fire warden from the north of Building X can check out the postgrad area.

There had been a complaint that the alarm was not loud enough in the postgrad area. RC will send an email to WT requesting testing of the alarm possibly on the weekend.

5.4 Refresher Fire Warden Training

Jeff Scott, Paul Toner, Robert Caley and Mahmood Nagrial need to complete Refresher Fire Warden Training which RC will organise if possible in November, 2009.

Jonathan Vincent wishes to resign as a Fire Warden

5.5 Data Projector Light

The Chair has spoken with the O H & S unit and there is no supporting data warning of damage to eyes.

It is recommended not to look directly into the light.

5.6 Furnace in Workshop

After discussion between MF, Yaping He and RM it has been agreed that the fan for the furnace needs to be repositioned outside. The material lining of the furnace may be asbestos as there is no documentation to indicate otherwise. A request has been forwarded by MF to check out this issue.

5.7 First Aid Kits

It has been noticed that the new First Aid Kits are larger than the old ones. When routine inspections are carried out it will be noted whether the First Aid Kits are to be replaced.

5.8 Signs for Assembly Evacuation Area

Discussions between WT and Committee continued. It was suggested that assembly areas must move and cannot designate an area especially if a bomb area. The assembly area must be assessed on every different situation – therefore it is not appropriate to have signage. Wardens should be familiar with the assembly areas and can allocate non wardens to stand by doors etc to stop reentry to the building.

5.9 Warden kits

Another School at UWS has a map/plan, staff details etc for wardens to grab as they are leaving the building. Part of the role of wardens is to take down names of students, staff, visitors etc. MF suggested purchase of Perspex holders.


7. Next Meeting

The next meeting to be held on Thursday, 22nd October, 2009 at 11.30 in XB305.

There being no further business the meeting closed at 1pm.

Signed _____

Ali Hellany
Chair

A handwritten signature in black ink, appearing to read 'Ali Hellany', is written over a horizontal line. The signature is cursive and stylized.