

NOTES:
Student Support Services – OH&S Committee
Meeting held: 10.00 am, Tuesday, 22nd March 2011
Venues: K.1.61 Kingswood,
& Videoconferencing Rooms: 01.1.119 Bankstown, EB.3.23 Parramatta

PRESENT:

Mark Kearns (**Chair**) – Bankstown Campus rep. (01.1.119 Bankstown)
Ellen Brackenreg – Management rep. (K.1.61 Kingswood)
Ed Spalding – Parramatta Campus rep. (EB.3.23 Parramatta)
Katrina Townsend – Penrith rep. (K.1.61 Kingswood)
Carol Howard – Hawkesbury rep. (K.1.61 Kingswood)
Catherine Fitzgerald – Campbelltown rep. (01.1.119 Bankstown)
Christine Gapes – Chaplaincy rep. (K.1.61 Kingswood)
Jennifer Kensey – Student Welfare rep. (K.1.61 Kingswood)

1. WELCOME:

Mark welcomed everyone to the meeting.

2. PREVIOUS NOTES AND OUTSTANDING ACTION ITEMS:

Notes have been put on SSS folder.

ACTION: Ellen will get them distributed to all SSS staff.

2.1 Duress buttons in Chaplaincy offices

Desk duress buttons installed in all Chaplaincy offices.

2.5 Locks on Doors

One work request placed for Kerry Fielding's office (Room 11) at Bankstown.

3.1 Parramatta Campus

Water Bottles issue resolved.

3.3 Procedure for Interruption to Normal Work

Information cleared by OH&S and HR before being sent out to everyone so that it is clear whether to leave a work station or not in the case of power outage.

3.4 Reporting Lines

Corporate Strategy & Services Committee is no longer functioning so our committee does not report up. When Corporate Strategy & Services Committee is reconfigured, we will have a representative on it. Our minutes still go to OH&S unit.

3.5 Campus Inspections

Kingswood and EF at Parramatta have not been inspected. All others completed.

3.5.1 Hawkesbury Campus Inspection

Carried out by Catherine and Carol. All offices were clean and orderly. Fire Wardens in place. Duress Buttons tested regularly. No problems of note.

3.5.2 Campbelltown Campus Inspection

A number of problems reported: worn carpets, no OH&S notices, lack of storage space, leading to clutter – some rooms rated hazardous.

3.5.2.1 Notice Boards

During the recent refurbishment, a number of OH&S Notice Boards went missing. Notices about *Emergency Response* and *Return to Work* must be placed on boards. An old notice board has been found and re-used.

3.5.2.2 **Carpets**

Carpets are threadbare and worn.

ACTION: **Mark** will follow up.

3.5.2.3 **Rubbish**

There is a lot of rubbish in offices and especially in one corridor which is almost blocked. Two offices are hazardous because of storage. Fast Forward offices are causing the problem. Store room is now used as an office and as storage but should not be serving these two purposes. Fast Forward is moving out to Kingswood next week and that will solve the problem. The printing room and compactus is an unsafe area. Trolleys are stored in a dangerous way. It was decided that it was the responsibility of campus meetings to discuss campus based issues and to resolve such problems. However, some campus meetings are not happening.

ACTION:

Catherine will call Campbelltown Campus meeting to discuss trolley storage and other issues.

Ellen to inform all campuses that campus meetings must be held regularly.

3.5.3. **Parramatta Campus Inspection**

Ed reported a number of problems in Counselling and Welfare.

3.5.3.2 **Air Conditioning**

The air conditioning continues to fluctuate daily from extreme hot to cold. Reports have been placed but no change has happened as it is controlled in another building. People have resorted to fans and heaters in individual rooms. These fans and heaters were expected during the campus inspection and are tagged and tested.

3.5.3.3 **Cluttered Offices**

Office used by the external disability officer is used for two purposes – storage and office. One solution was proposed: vacant Welfare office could be used as a store room. However, Welfare may soon need this room. A report is to be sent to Equity and Diversity to explore storage problem at Parramatta.

ACTION: **Ellen** will send report to Equity and Diversity to explore storage problem at Parramatta.

3.5.3.4 **Notice Boards**

During the recent refurbishment, a number of OH&S Notice Boards went missing. Notices about *Emergency Response* and *Return to Work* are compulsory to be placed on boards. Ed is looking for a new notice board.

3.5.3.5 **Trolley wheels**

Need to be fixed.

ACTION: **Maureen** to put in a repair order to Capital Works.

3.5.3.6 Windows have been frosted.

3.5.3.7 **Campus meetings**

These need to be reinstated at least once a semester.

3.5.3.8 **Reporting Lines**

Melissa (Welfare in EF) reports OH&S issues to Jen for Welfare. Val reports OH&S issues to Christine for Chaplaincy.

3.5.4 Bankstown Campus Inspection

3.5.4.1 Smelly Building

The smell of the building was listed when people first moved in and a number of solutions (eg. cleaning carpet) have been tried. However, the problem continues. The carpet needs to be replaced.

ACTION: Ellen has scheduled a meeting/inspection with Capital Works officers.

3.5.4.2 Air conditioning

This continues to be a problem. Fans and heaters in individual rooms will have to be a solution.

3.5.4.3 Security

Secure area is difficult as some staff don't want to lock the corridor door.

ACTION: Ellen to send note to staff that it is an OHS requirement to have door locked.

3.5.4.4 Storage Problem

The utilities room is unsafe. Offices have too much unused furniture (eg. cupboards, filing cabinets, and old computers). Admin staff are responsible for Asset Disposal procedure. Staff are responsible for checking offices and noting excess furniture or equipment for removal, and for keeping floors clear.

ACTION: Ellen to ask Diane to dispose of unwanted computers (Assets Disposal) and to contact Capital Works to remove excess furniture.

3.6 Video Conferencing of next Meeting

This meeting worked reasonably well and saved travel time. We will meet in this format for next meeting.

ACTION: Ellen to ask Colleen to organise the next meeting with video conferencing facilities on the campuses where required.

3.7 (old 4.3) Online Training

This is moving to My Career and so it is not possible to obtain list of who has completed the online training in all departments. Modules can't be completed at present. New modules will contain new training and will have to be completed every three years by all. We discussed whether it would be possible for each team to do the training as a group, perhaps for half an hour at the end of a team meeting. Group training would allow for discussion in relevant areas and ensure all have completed the training.

ACTION: Mark will ask IT if group training modules are possible.

Each rep will place the item of training on their Team agendas.

4. New Business

4.1.1 Duress Button

Welfare Staff person has moved to EF at Parramatta. Unclear as to whether this room has a duress button and whether door is not lockable from inside.

4.1.2 Security

Penrith Welfare office has problem of isolation. Part of window needs to be unfrosted.

ACTION: Jennifer to check on duress button and door lock at Parramatta (EF) and window frosting at Welfare office at Penrith.

4.2 Risk Assessment of Work Stations

Disabilities asked OHS&I Services to do a risk assessment of all work stations. Report received and recommendations for new equipment sent to Trevor Allan for action. Ellen has asked Trevor to action all items.

4.3 Air Conditioning in P Building

Katrina again raised the issue of air conditioning in Counselling and Welfare in P Building. The air conditioner has not worked in the Admin area for two summers. Capital Works has come out five times and taken photos but nothing has happened. Doors to offices are left open so Admin has some cool air but that makes offices very cold and difficult for private consultations.

~~ACTION: Katrina to send reports to Ellen who will contact the Director of Capital Works for a resolution.~~ **[POST MEETING NOTE: CW&F have now been in contact with Penrith office and given them a date for replacing the air conditioning]**

4.3 Computer Chair in EF Parramatta

Christine raised the problem of the chair used for the computer in the Prayer Room at Parramatta (EF).

ACTION: Christine to contact Nigel Lawrence to obtain an appropriate chair.

MEETING CLOSED: 11 am

NEXT MEETING:

Date: 19 July 2011

Time: 10.00 am

Venues: K.1.61 and other locations TBA when videoconferencing organised.