

**COLLEGE OF HEALTH & SCIENCE  
COLLEGE OH&S COMMITTEE MEETING  
4<sup>th</sup> July 2011  
AMENDED MINUTES**

---

Meeting commenced 10.00am Monday 4<sup>th</sup> July 2011

Video conference – Hawkesbury, Parramatta, Campbelltown

---

**1.1 Election of new Chair**

Due to the vacancy left by Paul Smith, a chair will need to be elected at the commencement of each meeting.

Chair for today's meeting – Kathleen Kyle

**1.2 Attendance:** Debra Plumb, Jean-Marc Maulguet, Kathleen Kyle, Ali Hellany, Vivienne Rae, Heidi Bjering, Narelle Quinn (minutes)

Apologies: Louise Marr, Bashir Sumar, Mark Williams, Christine Taylor, Lynn Jackson, Kris Ambrose, Gavin McKenzie, Robert Mulley, Vicki Osborne, Don Dingsdag

**1.3 New members and visitors:**

**1.4 Update of membership:**

---

**2. Minutes of previous meeting:**

**2.1 Minutes from previous meeting:**

Accepted, including amendments by Jean-Marc Maulguet

Seconded by Kathleen Kyle

**2.2 Correspondence inward:** emails forwarded to Committee members

**2.3 Correspondence outwards**

**2.4 Matters arising:**

**3. Committee Members Reports**

College Management Committee

No report

Nursing

No report

Natural Sciences

No report

Engineering

- It was decided at the monthly meeting that inspections would now be carried out during teaching breaks i.e. February, July & December.
- An issue regarding contractors on site was raised. As only 1 tradesman attends the Capitol Works induction before entering site, it is difficult to relay OH&S procedures to all tradesmen. Issues have arisen re smoking as well as an air-conditioning unit blocking a fire exit door. The school committee wrote to Andrew Robb, who referred them to Glen Cooper from Campus Safety & Security, raising concerns that risk assessments were not being carried out. Kathleen suggested committee seeks confirmation from Capitol Works as to who is responsible for OH&S issues with regards to outside contractors (cc Andrew in) If they could not get sufficient advice in relation to who was responsible for contractors, or any other issue they could seek expert advice from Workcover. Ali will take this to the school committee
- A student was diagnosed with Whooping Cough and committee queried the procedure in advising other students and staff. Department of Health advised that they do not give advice on such matters. Vivienne advised that in her opinion, the School is responsible for advising staff and students, but each person is responsible for their own individual immunity. The Chair suggested that Andrew Robb be contacted asking if the University has a policy on infectious diseases notification. Ali will make inquiries.

- Action:**
- 1) **Kathy to Write to Capital Works - Who is responsible for OH&S issues with regards to outside contractors?**
  - 2) **Ali to speak to School committee regarding whether they need to seek any further expert advice**
  - 3) **Kathy to write to Andrew Robb regarding infectious diseases policy**

Computing & Maths

No matters arising

Biomedical & Health

Still waiting to hear back from Andrew Robb with regards to smoking issues

Medicine

No report

HIE

No report

---

4. **Report on Action Items**

4.1 OH&S Committees' structure for next year  
Deb advised that due to changes in the Executive Dean's role in regard to administration, CMC meetings have been suspended until August. Schools are currently reporting to either Wayne McKenna or Rhonda Hawkins who have advised that suspension will probably continue for the remainder of the year.

4.2 Smoking Policy  
Have not yet heard from Andrew Robb.  
Kathleen will write to Andrew regarding any further information on "No Smoking" signage?  
Vivienne advised she had noticed there was an increase in the number of small "No Smoking" stickers on doors.

**Action: Kathleen to write to Andrew regarding expected timeframe of signage**

4.3 2011 Student OH&S Award  
Working party has not met as yet. Will attempt to meet during semester break and will circulate emails as some participants are currently on leave.  
Proposals need to be submitted to Lynn Jackson as award is to be given by end of this year. SoE OH&S committee want to conduct an OH&S poster competition. It was suggested by members that this be incorporated with the College award proposal. Ali agreed to the suggestion and agreed to join the College award committee.

**Action: Working party to begin work on proposal**

4.4 Black out Policy  
Do not know as yet if there is a University Policy. Chair will follow this up.  
Employees have been advised that there are new Emergency contact points being introduced on Campbelltown campus which can be used in a blackout.

**Action: Write to Andrew Robb**

4.5 OH&S committee elections (schools)  
Ongoing

**Action: Vivienne will send draft letter for clarification of the process to committee before forwarding to Executive**

4.6 Accident and Incident reports  
Ongoing

**Action: Lynn to write to School Managers**

4.7 Signage Upgrading  
See 4.2

## 5. New Business

5.1 Student health issue  
Vivienne inquire as to the procedure regarding a student who is a chronic asthmatic and suffers numerous attacks during class. Members advised that a separate incident report must be completed for each incident, even if resolved. As these incidents are very disruptive to classes and students, members suggested the student may be assisted by the disabilities department. Ali advised this department has previously provided assistance to

some of his students. Members suggested that advice be sought from both the student counsellors and the disabilities unit.

**Action: School OH&S Committee to advise student to speak with student counsellors**

**Vivienne to seek advice from Disability Services**

**6. Other Business**

There was no other business

---

**7. Next meeting**

The date for the next meeting is **10.00am Monday 1<sup>st</sup> August 2011** by Videoconference

---

**8. Meeting closed:**

There being no further business the meeting closed