

## COLLEGE OF ARTS

### COLLEGE OH&S COMMITTEE

#### Notes of the Meeting held on Wednesday, 18<sup>th</sup> November 2009, Meeting Room 114, Building 1, Bankstown Campus

##### Present:

Judy Crabb (Chair)	CoA, Executive Dean's Unit
Steve Tredinnick	School of Communication Arts
Colin Schoknecht	MARCS
Jule Forti	School of Psychology
Vivian Bonanno (Notes)	CoA, Executive Dean's Unit
Gary Morgan	School of Education
Juliet Olive	School of Humanities and Languages

##### Apologies:

Apology received from Michael Shellshear and Bianca Humphreys.

Meeting commenced 1.10 pm

#### 1. Welcome and Apologies

The Chair welcomed members and apologies where noted.

#### 2. Notes of the previous meeting (26<sup>th</sup> August, 2009)

The Notes of the previous meeting were read and accepted.

The Notes will be sent to Andrew Robb for placing on the OH&S website.

#### 3. Matters Arising

##### 3.1 Action List

- Trolleys ordered and received. OH&S funds being spent.
- Bus shelter at Bankstown will be upgraded.
- Lift B5 Bankstown – still pushing for this. Wayne McKenna is aware.
- Public Telephone Penrith (WS) – no change, Steve emailed Geoff Scott about this.
- Slippage Issues on the public walkway outside Building BJ, WS – new hand railing installed and some slip resistant flooring - Seems to be OK.

However there is still a problem at the back of the building with water, slim and mould build up – this has been reported to CWF.

- Toilet smells B1, Bankstown – has been rectified.

#### 4. **Workgroup Reports** **Chairs Report**

##### Spending of OH&S funds

The Chair advised that the current funds are at \$3800. This does not take into account the Health, Safety and Wellness booklets that have been ordered.

Kate Johnson identified a problem with smoking in CER and is proposing a QUIT smoking campaign at Bankstown with the possibility of rolling it out to other campuses. She contacted QUIT and they run seminars at a charge of around \$1200 with follow up sessions around \$1000 to \$2000.

The committee felt this is worth considering for next year.

Judy also advised of an incident in Bankstown, where a staff member had hurt their leg by the door in the X-lounge. This door has now been fixed to close slowly. Staff member is OK.

##### **School of Communication Arts (Steve Tredinnick)**

- Slippage issues  
Back of building BJ still has ongoing issues with water and this has been reported to CWF.
- Trolleys  
Viv to order two trolleys.

##### **School of Education (Gary Morgan)**

No incidents to report

- Storage for Bins(PDHPE)  
Lack of storage for bins full of equipment used by Education staff, and most staff are storing them in their offices. Storage down at the Gym would be preferable.
- Building 5, Bankstown – Technician's room  
Needs to get refurbished as the room is isolated.

##### **School of Humanities and Languages (Juliet Olive)**

Juliet tabled her report.

- Computer Screen Hazard  
A new screen which proved too bright for a staff member was replaced with an older one.
- Archive Room (5.LG.06 Bankstown)  
Hazardous storing of equipment and files – this has been addressed.
- Shoulder Problems  
A computer bag has been purchased for a staff member with ongoing shoulder problems (not work related).
- Workspace assessments  
Two staff members have requested assessment – this matter is in hand.
- Pathway lighting Building 7 Bankstown to carparks  
CWF have advised that this matter, is under consideration as part of CTV camera project.
- Skylight in Building 5 Bankstown  
Is problematic and not feasible.

#### **School of Psychology (Jule Forti)**

- Cockroach problem Building 24  
There is a problem on level 3 building 24, Bankstown. Cockroach bombs will need to be set off during the Christmas break. Request to go to John Poulos. Rob Lockie and Security need to be notified.

#### **School of Social Sciences (Bianca Humphreys)**

Nothing to report.

#### **MARCS (Colin Schoknecht)**

No incidents to report.

#### **CER**

No one in attendance from CER.

### **5. Other Business**

Steve raised the issue of evacuation drills held recently in Penrith. A problem with the alarm in one of the building has been noted and reported.

Gary advised that evacuation drills for Education went well.

Judy advised that none had been held in Bankstown.

## **6. Closure & next meeting**

The meeting closed at 2pm.

Next meeting to be March 2010, date to be advised.

**Action List:**

		Action	Who Responsible
5.	Workgroup Reports Communication Arts	Order 2 x trolleys for Steve in Communication Arts	Viv Bonanno
5.	Workgroup Reports School of Humanities & Languages	Lift installation building 5, Bankstown – progress report	Judy Crabb
5.	Workgroup Reports School of Communication Arts	Public Telephone on the Werrington South Campus. Slippage issues Building BJ	Steve Tredinnick
5.	Workgroup Reports Education	Storage for Bins used at Bankstown	Gary Morgan