

Minutes of the Meeting

School Occupational, Health and Safety Committee Held on Monday 30th May 2011 at 10.00am Conference Room 6, Building 24, Campbelltown campus

Present: Kathleen Kyle (Chair), Christine Chin, Charlene Dower, Shona Papalia (Management Rep), Tae McKnight

Apologies: Jean-Marc Maulguet and Sabine Piller

1. WELCOME

The Chair opened the meeting by welcoming everyone to the OH&S Committee meeting. Apologies were received from Jean-Marc Maulguet and Sabine Piller.

2. CONFIRMATION OF MINUTES FROM 28TH MARCH 2011

The minutes of the previous meeting of **28th March 2011** were accepted as a true and correct record by the Committee members present.

3. BUSINESS ARISING FROM THE MINUTES

- 3.1 *Emergency phones* – Tae distributed a copy of the Campbelltown map showing where emergency phones are located. Shona advised there is no emergency phone in Building 20. The Committee discussed the ‘new emergency contact points’ that will be placed on each campus. A question was raised whether these emergency buttons would work during a power outage. **Action: Kathy to contact Capital Works & Facilities (CW&F) to ask for a list of where emergency contact points will be set up.**
- 3.2 *Carbon Filters* – Shona advised that the carbon filters have been changed. A confirmation email was sent by Shona to Kathy and Charlene for the Committee’s records.
- 3.3 *OH&S reports* – Kathy reported that Lyn Jackson is looking into the process for receiving copies of OH&S reports with a view to having a consistent approach across all schools.

- 3.4 *Emergency Evacuation Training* – Tae distributed a copy of the Campbelltown Emergency Wardens and Fire Evacuation Schedule. The list of wardens for each area within our School was incorrect. Tae advised that there should be a warden in charge of each area who then organises the evacuation trials with security. There was confusion as to whether all people in the area are to find out about the trial evacuation prior to the event, or just the warden in charge (and this can also be filtered down to other wardens in the area by the warden in charge if they choose to do so). **Action: Tae to organise the warden lists to be updated, and to clarify the trial evacuation process.**
-

4. COMMITTEE TO RECEIVE DETAILS OF ACCIDENT & INCIDENT FORMS

Kathy reported that Lyn Jackson is looking into the process for receiving copies of OH&S reports, so that they can be monitored by us, with a view to having a consistent approach across all schools.

5. UPDATE ON PROGRESS IN SMOKE-FREE CAMPUS

Kathy reported that the new smoking policy is about to go to the Board of Trustees. Kathy advised that at the College meeting, a suggestion was made to use the \$10,000 that is given to each college each year to spend on the promotion of OH&S, for anti-smoking fold-out posters. The OH&S unit are meeting with CW&F to discuss this option, in light of the Board of Trustees decision. We are waiting to find out the response.

6. LATEST INCIDENTS AND ACCIDENTS

The following incident/accidents were reported within our School:

- Two traffic accidents at Blacktown campus
 - Two manual handling accidents
-

7. INSPECTIONS

No inspections have been undertaken.

8. FOLLOW-UP TO INSPECTIONS

One follow-up inspection has been completed. **Action: Kathy to forward to the Committee the email from Shane Griffin regarding the follow-up inspection.**

9. CHECKLIST

Biosafety Applications and Risk Assessments – There is still a concern that there is no process of ensuring staff have submitted a biosafety application. If students do not submit the Biosafety application, the Ethics Committee will not give them clearance. **Action: Shona to email HOS to ask what process is used to ensure that biosafety applications are submitted for all teaching areas that have biosafety hazards.**

In regards to risk assessments, Shona stated that in Sports Sciences a risk assessment must be submitted by the student before they are allowed to enter the research lab.

10. OTHER BUSINESS

- 10.1 *New OHS Legislation* - Kathy advised she attending a meeting regarding the new OHS legislation. The committee discussed the possible changes – under the new legislation there may be OHS officers within areas, and possibly not OHS Committees.
- 10.2 *Lighting* – Shona raised concern that there is no lighting in Carpark 9. Classes finishes approximately at 8-9pm and students/staff have to walk to car in the dark. This is a major issue. **Action: Kathy to email CW&F.**
- 10.3 *Pedestrian footpath* – Concern was raised again about the level of safety for pedestrians near the bridge/t-intersection in front of Building 11. **Action: Kathy to email CW&F.**

11. NEXT MEETING

The next meeting will be held on Tuesday 26th July 2011 at 10am in Conference Room 6, Building 24, Campbelltown campus.