

**Minutes  
OH&S Committee Meeting  
Friday 8th August 2008  
12:00 pm  
HR Offices  
Bldg BN – Werrington South**

**Present:** Denise Arnott, Stephen Haig, Vicki Magick, Pauline Rodrigues, Eileen Jensen, Gordon Cormack

**Apologies:** Renee Allen, Pat Harris

**Observer:** Sara Littlewood

**Guests:** Andrew Robb, UWS OH&S Manager and Alexandra Tillman, UWS OH&S Coordinator

**Minutes:** Jan Loudon

**Item 1 - Opening / Welcome**

- In the absence of the Chair (Pat Harris), Stephen Haig (Deputy Chair) opened the meeting at 12:20pm and welcomed all committee reps
- Special welcome to Andrew Robb and Alexandra Tillman – UWS OH&S

**Item 2 – Questions to ask Andrew Robb**

- Fire drills
- Emergency preparedness (isolated areas)
  - We need to speak to the FSO (Facilities Services Officer) on the campus concerned
- Emergency Wardens authority
  - An Emergency Wardens duty is only to advise all customers / staff in their areas that they recommend they evacuate the area
  - A chain of command is followed – The Emergency Warden is first point of contact until Security arrives until Emergency Services arrive etc ...
- Evacuations
- Training
  - Alex and Eileen to organise Emergency Warden training
  - A half hour fire extinguisher practice can be done if the full 2 hour training is not required
- Procedures outside normal hours
- Early morning emergency procedures – no security/no Emergency wardens (Kingswood's recent gas leak emergency)
  - When a fire alarm sounds you should evacuate the area - the only people who can give the 'all clear' are the firemen.
  - Security should respond no matter what time the alarm goes off
  - uwsconnect to decide on internal procedure (in discussions with FSO) and advise staff
- Emergency Assembly Points – where are they???
  - There are no designated evacuation points – these areas need to be evaluated depending on where and what the emergency is
  - Evacuation points are no-longer sign posted as they could become a secondary target
- List of Emergency Wardens
  - Currently there is a list of UWS employed Emergency Wardens and First Aiders – this list is updated monthly
  - ?? Andrew to check if uwsconnect staff can appear on this list
  - uwsconnect to select staff to be trained

- ??Stand by Warning?? - over PA system – when is it used?
  - Any alarm, other than a Fire alarm in the area, automatically triggers the ‘Stand by Warning’ alarm
  - A Fire Alarm will trigger an evacuation alarm in the immediate area & ‘Stand by Warning’ alarms in all other areas – these ‘Stand by Warning’ alarms will continue until the emergency is assessed
- Update on UWS OH&S Committee
  - There is no UWS OH&S committee as such
  - UWS have a ‘College/Division based’ committee which feeds to the UWS OH&S Executive
  - If uwsconnect has anything that they wish reported to the Executive – inform Andrew Robb who attends the meeting every 2 months
- Incident Reports
  - UWS OH&S would like ALL or NONE of our incident reports sent to Alex Tillman so that trends may be observed
  - UWS can inform workcover (if asked) that they monitor our incidents but that they are controlled after by uwsconnect
- Is there anything we should be doing differently – structure?
- Overview of how we work together

#	ACTION	RESPONSIBILITY	TIMEFRAME
080808-1	Organise training for Emergency Wardens	Eileen with Alex Tillman (UWS)	
080808-2	uwsconnect to decide on internal emergency procedures (in discussions with FSO – Facilities Services Officer) and advise staff including Emergency Wardens	Gordon / Eileen	
080808-3	uwsconnect to select staff to be trained in use of Fire Extinguishers etc	Gordon / Eileen	

### Item 3 – Minutes from Previous Meeting

- Minutes had been previously read by those who were at the previous meeting – motion to accept minutes as correct

**Moved – Pauline**  
**Seconded - Eileen**

### Item 4 – Business arising and follow-up of Action List Items

160508-1 -- Get more Workers Comp posters – Eileen

- Completed
- Sent to campuses
- Committee members to let staff on their campus know that our Worker Comp provider is now Cambridge (not GIO)

191007-6(a) -- Speak to Darrell Lea as cannot find switches – Renee

- Completed

191007-6(b) -- Check Darrell Lea cabinet for power switches – Gordon

- Completed

160508-2 -- Put Safety signs in OH&S common folder – Jan

- Completed

160508-3 -- Order 4 Snake Posters – Jan

- Previously sourced poster no longer available
- As information is for staff it will be downloaded/printed for our office use only - Jan

141207-5 -- Invite Andrew Robb to next meeting – Gordon

- Completed

- 160508-4 -- Accident reduction per area table to be bought to next meeting – Eileen
- Report tabled
  - No high risks - No trends
  - Report to be combined so that our Board can be shown our risk reduction ?policy? is working - Eileen
- 160508-5 -- Streamline “Safety Inspection Checklist” – Gordon
- To be done for next meeting - Gordon
- 160508-6 -- Speak to CC to get Campbelltown’s cafeteria floor fixed – Vicki
- In progress
  - Awaiting 2 more quotes
  - Gordon rang Don Dixon (Dick Johnson) re flooring
- 160508-7 -- Speak to CC to get Kingswood’s Coffee Cart’s cord problem fixed - Pauline
- In progress
  - Gordon spoke to Heather (Kingswood Admin) who will chase up

#	ACTION	RESPONSIBILITY	TIMEFRAME
080808-4	Committee members to let staff on their campus know that our Worker Comp provider is now Cambridge (not GIO)	All committee members	
160508-3	As sourced Snake posters no-longer available – we will download required information	Jan	
080808-5	Accident Reduction Report to be combined so that our board can be shown our risk reduction ?policy? is working	Eileen	
160508-5	Streamline “Safety Inspection Checklist” –	Gordon	Before next meeting

#### Item 5 – General business – new items

- Impact on Connect Staff by Student Association Rally
  - Stephen gave committee ‘Heads Up’ on what happened during the rally at Bankstown so that all could be prepared
  - Staff to refer to the new ‘Complaints Handling Guideline’ recently handed out
  - If any problems contact CC or ring security
- ‘Safety Survey 2008’ tabled
  - All committee members agreed survey should be sent out on payslips to all staff for completion as is

#	ACTION	RESPONSIBILITY	TIMEFRAME
080808-6	Safety Survey 2008 to be sent out on payslips to all staff for completion as is	Jan	

#### Item 6 – Next Meeting

- Late November / Early December  
Exact Date to be confirmed  
12:00  
HR Unit Offices  
Bldg BN  
Werrington South
- Gordon to shout Christmas lunch

#	ACTION	RESPONSIBILITY	TIMEFRAME
080808-7	Confirm next OH&S meeting	Jan	
080808-8	Shout Christmas lunch	Gordon	

## Item 7 – Close

- Meeting closed 1:40pm

## Action List from this meeting

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080808-1	Organise training for Emergency Wardens	Eileen with Alex Tillman (UWS)	
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080808-3	uwsconnect to select staff to be trained in use of Fire Extinguishers etc	Gordon / Eileen	
080808-4	Committee members to let staff know on their campus that our Worker Comp provider is now Cambridge (not GIO)	All committee members	
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080808-5	Accident Reduction Report to be combined so that our board can be shown our risk reduction ?policy? is working	Eileen	
160508-5	Streamline “Safety Inspection Checklist” –	Gordon	Before next meeting
080808-6	Safety Survey 2008 to be sent out on payslips to all staff for completion as is	Jan	
080808-7	Confirm next OH&S meeting	Jan	
080808-8	Shout Christmas lunch	Gordon	