

## COLLEGE OF ARTS

### COLLEGE OH&S COMMITTEE

#### Minutes of the Meeting held on Friday, 21<sup>st</sup> May 2010, Meeting Room, Hingston Building, Kingswood Campus

##### Present:

Daniela Romeo (Chair)	CoA, Executive Dean's Unit
Alex Tillman	OH&S Information Services
Colin Schoknecht	MARCS
Steve Tredinnick	School of Communication Arts
Vivian Bonanno (Notes)	CoA, Executive Dean's Unit
Gary Morgan	School of Education
Karen Stewart	School of Humanities and Languages
Kate Johnson	Centre for Educational Research

##### Apologies:

Apology received from Bianca Humphries and Peri O'Shea.

Meeting commenced 10.20 am

#### 1. Welcome and Apologies

The new Chair welcomed members and apologies where noted.

#### 2. Notes of the previous meeting (12<sup>th</sup> March, 2010)

The Notes of the previous meeting were confirmed and accepted.

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

#### 3. Matters Arising

##### 3.1 Action List

- Gary reported the boarder had been placed around the TV screen in building 4, Bankstown.
- Lift in Building 5, Bankstown – Alex reported that CWF has conducted a full report on disability access on all campuses and Building 5 has been assessed as part of this report. Matter is still ongoing.
- Public phone on Werrington South campus – still ongoing and no progress to report. Stephen to follow up with a further email to Geoff Scott as Provost.
- Slippage issues in Building BJ – resolved by CWF. A new non slip surface has been laid.

- Storage bins for Bankstown – Gary reported this is in progress and Daniela advised the Education brief is with the Executive Dean awaiting approval.

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

The chair noted two items:

1. The procedure of escalating items to the UWS Executive OHS meeting and
2. The Minutes of the Executive OHS meeting

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

- No significant incidents to report
- 3 staff members attended emergency training
- The ramp for Building BB, Penrith is finished
- The link fence has been removed at the end of the Ward Library and a step path has been put in its place

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

- No major incidents to report
- Building 23, Bankstown – The early childhood area Gary advised this area missed out on refurbishment a couple of years ago. The room is a mess.

Alex to do an assessment so as to move forward with a revamp of this area.

#### **School of Humanities and Languages (Karen Stewart)**

- Lighting at Bankstown  
Karen reported that lighting between Building 5 and Building 24 is still an issue.
- Also the pathways at Building 1 and 2 plus car park 3 are not well lit,
- Colin advised there is lighting in these areas and a work request may be required to change light globes. Colin to investigate.

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

No one in attendance

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

No one in attendance

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

- Colin stated that the bus stop at Bankstown situation is the biggest issue at the moment.

- Alex advised that CWF is looking at parking and student movement around all UWS campuses at the moment and suggested to follow up with Adam Burn

#### CER (Kate Johnson)

- Kate attended the 4 day OHS training and as a result did an assessment on Building 19 at Bankstown
- Issue with manual handling of papers and transportation to schools by staff. Alex suggested that a manual handling risk assessment should be completed on this. If trolleys are required – then it is at the cost of the Centre not OHS funds
- Personal items are going missing in Building 19. Alex suggested installing temporary cameras in the area
- Smoking outside building 19 is still problematic

### 5. Other Business

#### Quit Smoking campaign

A request for funding for this campaign has been submitted however Alex advised there are barriers with Andrew Robb, as this campaign is not for everyone.

She also advised that the University is looking at smoke free zones and smoking zones for all campuses.

Alex to check progress on this matter and the funding request for the Quit smoking at Bankstown.

The chair suggested that the Quit smoking campaign could be submitted as a funding grant through the Bankstown Campus life committee if it is unsuccessful through the OHS committee.

#### Workcover Accredited OH&S training in June

The chair advised she will be attending this training

### 6. Closure & next meeting

The meeting closed at 11.35am.

Next meeting – Friday, 20<sup>th</sup> August 2010, Penrith.

NOTE: This might to be changed to Video conferencing instead – TBA. (Bankstown/Dean's unit or 1.1.114 Video conference room and Kingswood Humanities and Languages).

**Action List:**

		Action	Who Responsible
4.	Workgroup Reports School of Humanities & Languages	Lighting issues at Bankstown – replacement globes?	Colin Schoknecht
4.	Workgroup Reports School of Humanities & Languages	Lift installation building 5, Bankstown – still ongoing	Daniela Romeo
4.	Workgroup Reports School of Communication Arts	Public Telephone on the Werrington South Campus – no progress	Steve Tredinnick
4.	Workgroup Reports School of Education	Storage for Bins used at Bankstown- in progress	Gary Morgan
4.	Workgroup Reports School of Education	Assessment of Early childhood area in Building 23, Bankstown	Alex Tillman