**Occupational Health & Safety Committee**  
**St Patrick’s Campus**

**Minutes 05/07**

20 September 2007 - Room 3.23  
10.00 am – 11.00 am

**Members:**  
- Tracey Mier (Personnel Rep) (M)  
- Ian Hocking (M)  
- Marcia O’Neill (M)  
- Gladys Britto (GS)  
- Sheridan Zajacek (AS)  
- Lisa Eisen (AS) Vacant (GS) MCSA Rep

**Secretary:**  
M Burgess

**Cc:**  
G. McMullen, Martin Hill, DWG Reps, Rodney Pumpa

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1. **Present:**  
Ian Hocking, Marcia O’Neill, Tracey Mier, Gladys Britto,

**Apologies:**  
Lisa Eisen, MCSA, Sheridan Zajacek

**Welcome:**  
Resignation: Elke Kerr

2. **Minutes from the meeting July 2007**

Ratified by: Ian Hocking, Gladys Britto

3. **Business Arising**

3.1. **Business Arising**

3.1.1. Training session with Rodney Pumpa.  
Date 27 September Room Booked. Participants notified.

3.1.2. Defibrillator – training has been booked for 11 October, Room booked, Invitations sent and replied to.

3.1.3. Vice-Chancellor application for grant – no information for this meeting.

3.1.4. Access/EAP  
This item concerns the number of visits ACU allow to the provider. Currently 3 visits but you can ask for more visits if the problem has not been resolved – this is not widely known. Three visits is too short to solve issues – medibank have a limit of more than this number. More discussion next meeting

3.1.5. AUSA Conference  
Only one response received from participants and forwarded to PVC.

3.1.6. Lunch for OHS reps etc.  
This will take place on 25 September, a lunch will be given to replying volunteers at 250 VP, Currently it is understood that numbers replying are small.
f) Cleaning issues re toilets -  
A deep clean of the toilets on all levels will take place before the end of the year the cost of this deep clean is $6000.00. This is a lot cheaper than a previous quote.  

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<th>4. Terms of Reference (set item information)</th>
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<tr>
<td>3 members representing the University, appointed by the University</td>
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<td>2 elected members of the Academic Staff (full or part time based on campus)</td>
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<td>2 elected members of the General Staff (full or part time based on campus)</td>
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<td>St Patrick's will also include.</td>
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<td>1 Ex officio representative from the MCSA</td>
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<th>5. ACU: the local (Campus) OHS committees’ responsibilities include:</th>
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<td>a) staff consultation and local communication;</td>
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<td>workplace inspections and safety audits;</td>
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<td>b) investigation of accidents/incidents;</td>
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<td>c) recommendations to local Management through the Pro-Vice-Chancellor or Rector;</td>
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<td>d) advice and recommendations to the National Strategic OH&amp;S Management Committee, through the Pro-Vice-Chancellor or Rector.</td>
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<td>e) OHS representatives to the Committee are directly elected.</td>
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<td>f) Assisting ACU in reviewing and implementing OHS measures, and to keep the adequacy of those measures under review.</td>
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<td>g) Facilitating cooperation at ACU in relation to OHS matters.</td>
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<th>6. National Committee (set item information)</th>
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<td>The committee was disbanded in 2006 and its functions are now part of the ACU Staff Consultative Committee which has OHS as a standing item.</td>
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<td>The committee indicated that reports from the committee should be circulated to OHS committees at the campus level.</td>
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<td>John Cameron to be approached asked for report regarding OHS to be circulated to the campus committees. Change the name of this section on the next Agenda.</td>
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<th>7. Reports</th>
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<td>7.1. Report First Aid Committee Meeting - 13 September</td>
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<td>7.1.1. Business Arising from First Aid Report</td>
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<td>Nil</td>
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### 7.2.1. Business Arising From ECO Committee Report
Nil

### 7.3. Designated Workgroups (DWGs) (Occupational Health and Safety Representatives)
No meeting since last meeting need to organize another committee member to arrange periodical meetings.

#### 7.3.1. DWG Meeting Report –
Nil

#### 7.3.2. Business Arising from Report
Nil

### 7.4. Workcover Report
Currently four long term workcover cases being handled from this campus. Ergonomic incidents seem to be prevalent but this may be because we are promoting reporting. One concern was that the person reporting the incident had been having treatment for two years months before reporting problems. Staff need to be targeted on how to report concerns especially regarding ergonomics. One way could be to put something on the campus web page and include a link to Workcover literature. May need to remind staff that for ergonomic issues they should report the problem to their supervisor, ask Campus Operations to send someone to assess the area, if the problem persists then a consultant can be arranged through the school/department. There are also workcover pamphlets and other literature available to staff including videos.

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**Tracey Mier**

### 8. Raising Awareness Initiatives

#### 8.1. Meetings with Schools and Units
Campus Operations staff are always available to speak to groups if necessary regarding Emergency Control, First Aid, and OHS

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**Margaret Burgess**

#### 8.2. Safety Care Videos
Safety Care now offer a service where videos can be accessed via internal server. A copy of the service will be forwarded to Rodney Pumpa and it may be that the Library, PREOD and Campus Operations can come to some agreement for the cost of the service. This service would give staff direct access to videos on all aspects of health and safety and staff could be directed to the link and peruse at their leisure. The videos could also be accessed by teaching staff.

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**Margaret Burgess**

#### 8.3. Emergency Wardens Initiatives
School of Business Emergency Wardens provided an induction for Staff in the school to the Emergency

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**Marcia**
protocols and the exits on the 2nd floor. The school provided a morning tea to enhance participation. The presentation was professional and perhaps could be offered to other schools or departments.

| 8.4. | Worksafe Week - Health and Well-being  
Wednesday 3 October 2007  
This is progressing well. Currently we have several displays and participants. | O'Neill |
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<td>9.</td>
<td><strong>Emergency Facilities</strong></td>
<td>Margaret Burgess Sheridan Zajacek</td>
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<td>9.1.</td>
<td>Duress Buttons – Next check will be before First Semester 2008</td>
<td>Margaret Burgess</td>
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| 9.2. | Emergency Phones  
Next check will be before First Semester 2008 | Margaret Burgess |
| 10. | **ACU Staff Consultative Committee Meeting** –  
Next meeting date unknown | Rodney Pumpa |
| 11. | **Orientation – 2008** |  |
| 11.1. | Video Presentations 2008 - An Emergency Evacuation Video will be set up near the OHS display for Open Day. |  |
| 11.2. | Information Sessions Orientation 2008 |  |
| 12. | **Emergency Information Brochures & Web Page**  
Main Campus – reviewed and updated = done 14 August 2007  
Visual Arts – new – there are protocols which are being collated together with Emergency information for students using the gallery. There also needs to be information for clients.  
Central Hall – Need an information system for both the staff and class room areas but also for the use of the main hall.  
Lecture Theatres – this should be in the form of an Overhead that can be shown prior to each lecture.  
Mon Sejour – Need a brochure as this area has a meeting room and also external clients and vistors.  
250 Victoria Parade – This is really staff and post-graduate information. This can be in the form of signage.  
Working on these slowly – very slowly. | Margaret Burgess |
| 13. | **Occupational Health and Safety Information** | Information Only |
| 13.1. | Video Library |  |
| 13.2. | Booklets etc  
Campus Operations owns several videos and books on |  |
Occupational Health and Safety matters which may be borrowed on request. No new items added to the collection for this period.

14. **Occupational Health & Safety Notice Boards**
   14.1. Foyer
   14.2. Staff Room 115 Victoria Parade
   14.3. Staff Area 250 Victoria Parade

Notice boards to be checked regularly for update information

15. **General Business**
   - The issue of evacuation on the second floor at 115VP was raised again. The corridors meet the building regulations, the signage and escape paths meet the regulations. Schools and departments are responsible for inducting staff into the workplace. Students should receive induction from the lecturers first lecture in room during a semester. Power point presentations by staff to students should be explored.
   - Occupational Health and Safety Committee Handbook
     The booklet was distributed and will be discussed at the next meeting.
   - First Aiders being paid on some campuses. There is something in the EB Agreement about payment for being on the First Aid Roster. Information to be followed up.
   - Election needs to be called for the current vacancy
   - Chairperson indicated that they would like to step down at the end of 2007.

Next Meeting - As the secretary will be on leave for the next meeting date it is suggested that this meeting be cancelled so the next meeting is 22 November 2007 please check all dates in your calendar.

**Meeting Dates for 2007:**
2007 Bookings for Various meetings 2007

**Occupational Health and Safety**
Room 3.23
15 March
19 April
17 May
21 June
19 July
16 August
20 September
18 October
15 November

First Aid Meetings
Room 3.23
9.30 - 10.30 am
8 February
12 April
12 July
13 September
8 November

ECO Meetings
Room 5.29
10.00 - 11.00 am
22 February
24 May
23 August
22 November

Meeting Dates for 2008

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