WORKPLACE HEALTH & SAFETY COMMITTEE MEETING

MINUTES

Date: Thursday 19th April, 2012

Time: 10am – 11am

Venue: Laser House, 174 VP, L3, Room 3.12

Chairperson: Nancy Reid

Present: Jane Morrow – AR, Martin Ceberek – OHSR & G,
Chelsey James – MR, Zarina Erasmus – GS,
Nick Baum – SR, Paolo Testaguzza – G,

Apologies: Bruce Clarke - MR, Darren Morton - G,
Sandra Simpson – AR, Michelle Pearlman – GS
Lisa Zarrella - MT

OHS COMMITTEE MEETING MEMBER REQUIREMENTS

3 x Management Reps
2 x Academic Reps (Employee Rep)
2 x General Staff (Employee Rep)
1 x OHS Rep (Employee Rep)
1 x Student Rep

KEY: MR – Management Rep, AR – Academic Rep, GS – General Staff, SR – Student Rep,
# WORKPLACE HEALTH & SAFETY COMMITTEE MEETING

## MINUTES

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<tr>
<th>ITEM</th>
<th>DISCUSSION POINTS</th>
<th>ACTION PERSON</th>
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</thead>
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<tr>
<td><strong>Welcome</strong></td>
<td>The Committee welcomed Nick Baum (Student Representative) and Paolo Testaguzza (Guest) to the meeting.</td>
<td>All</td>
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<tr>
<td><strong>1. Minutes of the previous Meeting</strong></td>
<td>Accepted by the Committee</td>
<td>Accepted All</td>
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<tr>
<td><strong>2. WHS Membership Replacements</strong></td>
<td>Bruce spoke to the MCCC regarding a replacement for John Saunders position on the Committee. No volunteer has come forth.</td>
<td>Ongoing – continue to follow up Bruce</td>
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<td>A replacement for Rosemary William’s position on the committee will be nominated through a general election. Michelle Pearlman is a possible candidate. A procedure for electing new members is to be reviewed</td>
<td>Send out an email outlining the request for a new member. Review procedures Bruce</td>
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<td><strong>3. Staff Training – Committee Members</strong></td>
<td>Several Organisations have been contacted. Lisa will notify Members once training dates and venues are confirmed.</td>
<td>Work in progress Lisa</td>
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<td><strong>4. Workplace Health Checks, Hep B Vaccines</strong></td>
<td>Workplace health checks will be scheduled for May. Chelsey will finalise details.</td>
<td>Date to be advised Chelsey</td>
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<td>Hepatitis B Vaccines – Several first Aid officers have expressed their interest and the first of 3 vaccines will be scheduled at this stage, late May</td>
<td>Date to be advised Lisa</td>
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<td><strong>5. Accidents &amp; Incidents</strong></td>
<td>Several Security Incidents were reported.</td>
<td>All issues have been resolved Security</td>
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<tr>
<td><strong>6. General Business</strong></td>
<td>EMF Frequency’s – Recommendations and guidelines have been given to Darren to further investigate concern raised by Staff member.</td>
<td>Under investigation Darren</td>
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<td></td>
<td>Harmonised Workplace Health &amp; Safety - An updated printout was given to committee members</td>
<td>Martin</td>
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<td></td>
<td>Cisco Telephones – The IT Department have been contacted to program the 600 number (Security/First Aid) on the speed dials of all phones</td>
<td>Work in Progress Martin/IT</td>
</tr>
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<td></td>
<td>No Smoking signage – Chris Sheargold is liaising direct with Campus Operations to organise a new Smoking area away from all entrances and will advise everyone once completed.</td>
<td>Work in progress Paolo, Chris</td>
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</tbody>
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### Casual & Sessional Staff – The HR Department are in the process of developing and reviewing an online induction program for all casual and sessional staff.

- **Work in progress**
- **Chelsea**

### Security – Paolo is looking at quotes for extra Security staff on campus

- **To be advised**
- **Paolo**

### Nick has requested an Emergency Management Plan for the MCSA office

- **Paolo**

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**Chairperson for our next meeting – Michelle Pearlman**

**Thursday 17th May 2012**

**10-11am**

**Level 3, Laser House**

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**KEY:**  