MINUTES

1 Minutes of the previous meeting (13 April 2010)
The minutes of the previous meeting were held over to the next meeting for acceptance.

The Committee discussed the conduct of meetings where there is not a quorum of members. It was agreed that those unable to attend could send a proxy in their place.

2 Business Arising from the Minutes

2.1 Committee Elections and Membership
Elections were not required for Zone 6 as the number of nominations did not exceed positions available. A further employer representative is to be sought from the School of Letters, Art and Media.

Action: Jon D’Astoli

2.2 OHS Consultation training
This training will be offered on campus to new Committee members in the third quarter 2010. Dates will be provided for Vras Karalis.

Action: Jon D’Astoli

2.3 Improvement to double-doors in RC Mills Building
A work request had been submitted for installation of a swipe card.

2.4 Old Teachers College emergency procedures
The occupancy details for the Old Teachers College building had been obtained. A Chief Building Warden has yet to be nominated by the Heads of the major groups: DVC International and Koori Centre.

Christine Cargill indicated that she would be prepared to be Chief Warden for the Mills Building.

Kaya Zmijewski indicated that she would be prepared to become a Nominated First Aid Officer for Education and Social Sciences.

2.5 OHS Policy update
The revised and updated OHS Policy had recently been signed-off by the Vice-Chancellor. This foundation document for OHS at the University is now available online and will be publicised over the coming months.

3 Correspondence
None

4 Reports

4.1 Recent Inspections

- Languages and Cultures – written report to be provided by Adrian Atkins.
- US Studies Centre – the inspection by Kaya Zmijewski and Andrew Humphries had been
deferred at the request of the Centre.

4.2 Next Inspections
   - To be discussed at next meeting.

4.3 Central OHS Committee
   Christine Cargill offered to attend the next Central OHS Committee in the absence of John Usman.

4.4 Incident Reports
   A summary of incidents reported in Zone 6 was reviewed by the Committee. There were no particular trends that required intervention by the Committee.

5 New Business
   5.1 Safety Quiz in Education
   Kaya Zmijeski reported having distributed a Safety Quiz within Education and Social Work. Other Committee members commended this initiative which focussed on manual handling and ergonomics.

   5.2 OHS Audit
   Jon D’Astoli advised that the 2010 OHS Audit would be conducted during the third quarter.

6 Next Meeting
   9:30 (subsequently revised to 11:00) on 17 August 2010. Kaya Zmijewski is to book the venue and Jon D’Astoli is to make an Outlook diary booking for members.  
   **Action: Kaya Zmijewski and Jon D’Astoli**