ZONE 9 OHS COMMITTEE MEETING

9:30 Tuesday 31 Agust 2010
Annison Room, Shute Building C01

Attendees: Paul Kavanagh (Chair), Rajesh Bangur, Kim McKeans, James Bell, John Sommers and Jon D’Astoli

Apologies: Ron Henderson, Wendy Muir and Stefan Zielonko

MINUTES

1 Minutes of the previous meeting (7 July 2010)
The minutes of the previous meeting were accepted as an accurate record.

2 Business Arising from the Minutes

2.1 Dangerous Goods storage: PBI, Shute & Corstorphine
The Shute Building dangerous goods depots had been completed. James Bell reported that the PBI works were starting this week. The assistance of Matthew Mitchell (OHS Adviser) was acknowledged.

John Sommers is to have a look at the diesel storage at Corstorphine and seek support from Matthew Mitchell as needed.

Action: John Sommers

2.2 Risk assessment and SOP template
Jon D’Astoli reported that the new Riskware system would provide risk assessment functionality and ultimately allow for job safety analyses. He offered to give a presentation on this during Safe Work Australia Week.

2.3 TRN truck traffic on Werombi Road
Despite efforts to date and Morgan Andrews speaking with the RTA, the TRN trucks are still considered to be travelling too past the University properties.

2.4 Disposal of aging farm chemicals
Kim McKean reported that he had the required labels and that the chemicals are to be collected this month.

2.5 CIS asbestos removal works
It was noted that Michael Cretikos had retired, thus no longer has carriage of asbestos removal works at Camden campus. Kim McKean is to arrange for a CIS Works Request to be submitted for demolition of the old garage at Corstorphine.

Action: Kim McKean

2.6 New pellet mill in Poultry Research
Jon D’Astoli described the findings and tabled photos from an inspection conducted with Ron Henderson and Aaron Cowieson. Hazards include working at heights, manual handling, augers, a boiler (with certification date 2007), fork lift use, semi trailer access and space for unloading, vehicle exhaust etc. A report had been drafted, but had yet to be completed.

Action: Jon D’Astoli

3 Correspondence – Members had received an email notice with link to the updated OHS Policy. Those present praised the Policy, anticipating that it should force Faculty members to pay attention to OHS.

4 Reports
4.1 Workplace Inspections

- Corstorphine – Stefan Zielonko and Paul Kavanagh had conducted the inspection yesterday, but the report had yet to be completed. Issues included a lack of first aid in the Annex.

**Action:** Stefan Zielonko and Paul Kavanagh

4.2 Next Inspections

Jon D’Astoli encouraged members to arrange the conduct of workplace inspections during Safe Work Australia Week. All Zone OHS Committees are doing the same.

- Dog and Cat Unit (after works have been completed) – Kim McKean and James Bell
- Poultry Research – Stefan Zielonko and Ron Henderson

4.3 Central OHS Committee

In the absence of Ron Henderson Jon D’Astoli reported on business of the recent Central OHS Committee meeting. The senior managers were present (including the Provost, Director HR and Director CIS) giving some weight to the Committee. New policies under consideration include Working From Home and Children on University Premises (revision) – comments on these are welcome.

There is considerable interest at Senate level in student safety. Zone 9 discussed this and some members expressed concern about disabled students presenting a risk to themselves and others in certain situations. A risk assessment has to be done in such situations and equal opportunity provided as far as possible.

Zone 9 OHS Committee is scheduled to provide its Annual Report at the next Central OHS Committee meeting.

4.4 Incident Reports

The Committee reviewed a summary of incidents that had occurred in Zone 9.

5 New Business

5.1 Committee membership

John Sommers was welcomed as the CIS representative replacing Michael Cretikos (retired).

5.2 Car Parking on Werombi Road blocking view of traffic

Wendy Muir had raised concern that during the past 4-6 weeks parking was worse near the entry to the Poultry Research Unit, blocking the view of traffic on Werombi Road for drivers exiting the Uni. People are also parking opposite the driveway ie. outside the UVCC. “No Parking” signage is being sought.

John Sommers offered to take this up with the signage people in CIS.

**Action:** John Sommers

5.3 Safe Work Australia Week

Safe Work Australia Week, 25 – 29 October 2010, was promoted as a time for running OHS events and raising awareness of OHS among staff and students. It was agreed that a Suggestion Box would be placed in the foyers of PBI Cobbyt, the Shute Building and UVCC and that the Zone 9 OHS Committee would act as stewards, reviewing the contents and seeking actions for improvements where warranted.

**Action:** Paul Kavanagh, Raj Bangur and Ron Henderson

5.4 Quitober

Jon D’Astoli advised members that the OHS Office was again sponsoring a quit smoking program in October. Staff who are interested in kicking the habit can register for Quitober online.

5.5 First Aid

Kim McKean advised that Renee Dever would be replacing him as Nominated First Aid Officer. Pietro Celi also wants to conclude his service as an NFAO, to be replaced by Rhondda. Raj Bangur confirmed
that this was supported by the Faculty. Formal applications will need to be submitted for both.

6 Next Meeting

9:30 on either 2 or 3 November [subsequently revised to 27 October 2010]. Rajesh Bangur will be asked to book the Annison Room and Jon D'Astoli is to make an Outlook diary booking for members.

Actions: Rajesh Bangur and Jon D'Astoli