

Level 3 SPHCM OHS Meeting
23 May 2005, 2:30pm - 3:30pm
Room 241, Samuels

Apologies: Anthony Zwi, Clare O'Connor, Sarah Ford, Effat Khoei

In attendance: Jacqueline Miller, Rebecca Caddy, Sarah Behman (CHI), Sonal Bhalla, Alan Hodgkinson, Richard Szczepanski

OHS Committee: Jacqueline Miller (Chair), Sonal Bhalla (Acting Secretary), Rebecca Caddy (Management Rep), Effat Khoei (Student rep), Alan Hodgkinson (Academic rep), Michelle Davies (on leave), Richard Szczepanski (RMU), Anthony Zwi (HOS), Sarah Ford (CGPIS), Sarah Behman (CHI)

2. Minutes from previous meeting

Electrical tagging and testing

Electrical tagging and testing has been completed in the School. There was a discussion about new equipment having special stickers to identify them so that they are not tested in the next round.

3. Matters arising from previous minutes of 17 Feb 2005

Training Schedule

- Two OHS Awareness courses to be held on June 6 and 9, 2005. 19 people registered so far.
- Update on training schedule of committee members:
 - Jacqui and Effat scheduled to complete the OHS Consultation training
 - Karin Banna (new member) will need to do the OHS Consultation training
 - Rebecca has completed 2 courses – OHS Consultation and Supervisor training

Workplace Inspections

- The committee members agreed that inspections will need to be conducted once every year. Jacqui to schedule two dates (end of August) to carry out the workplace inspections for the School.
- A checklist will be required to conduct the inspections. Richard S has one list available and will send it to Jacqui.
- Ergonomics Compliance in the workplace – working from home checklist can be used for carrying out assessments of workstations at work.
- Jacqui will be sending out the Working from Home checklist to all SPHCM Staff. Is awaiting approval from Rebecca Caddy.

OHS Constitution (draft)

Suggested amendment to the Constitution include:

Appointments to the committee membership to be made by informal nomination until formal elections are conducted

OHS Smoke Free Environment Policy

The Smoke Free Policy has been finalized and forwarded to the working party by Gunilla Rupp.

Hazard Report

A Hazard Register needs to be established to include: accident and hazard reports, hazards identified during the workplace inspections and informal comments by staff. Jacqui will start compiling the information required for Hazard Register.

4. Accident & Hazard/Incident Reports

4.1 Incident 1

Minor sprain of finger reported by a staff member whilst moving offices. Expense is being covered by Worker's Comp.

5. Correspondence

5.1 (Electrical Testing and Tagging)

Frank has completed testing and tagging of electrical equipment of the School (Samuels Level 2 and 3). New equipment needs to be tested after 5 years. Some items may be required to be tested and tagged annually or once in five years.

6. New Business

6.1 Appointment of new members:

- Karin Banna will be replacing Justine Brindle
- Samantha Sheridan appointed from CHI as an employee rep
- Sarah Behman (CHI) to include OHS committee membership requirement in the position description of the new Admin Officer to be appointed at the Centre for Clinical Governance
- A representative to be nominated from the Centre of Clinical Governance

7. Changes in the workplace

7.1 Exposure to asbestos has been identified in three areas of CHI. Some asbestos has been removed from one area and the other two areas have been sealed.

7.2 A window is being installed in one of the office rooms on level 2 at CHI

8. Communication and consultation with staff

8.1 Air-conditioning problem (too hot or too cold) has been identified in some areas on Level 2 and 3 of the Samuels Building. Facilities have been contacted and have placed a data log recorder in Rm 241. This will be kept in various areas identified for the period of one week each.

8.2 A power board is required for the Level 2 kitchen to connect the microwave and electric toaster/oven.

8.3 Pigeonholes and computer need to be moved out of the kitchen area – Jacqui to follow up with facilities.

9. Any other business

9.1 Development of After Hours Policy: School of Chemistry has a policy in place, which can be used as a template. Jacqui to modify and adopt the policy to School needs and include specific details regarding the School.

Next meeting: August 3, 2005, Room 241, 10.30am

Meeting closed at 3:30pm