

**THE UNIVERSITY OF MELBOURNE
DEPARTMENT OF MATHEMATICS AND STATISTICS
Environmental Health and Safety Meeting**

**2:15pm, Thursday 18 June 2007
Belz Room, Richard Berry Building**

**MINUTES
Meeting 2/07**

1. Attendance and apologies

Present

Dr. L. Reeves (Chair)

Dr. R. Maillardet (Academic representative)

Ms. E. Duane (Student Representative)

Ms. P. King (Safety Officer, BEC)

Ms. D. Roller (Acting Safety Officer and BEC (Aug-Dec 2007))

Mr. Graham Keen (AMSI - Centre Representative)

Ms. L. Maia-Pike (Minutes)

Apologies were received from Ms. A Newman (General Staff Representative) and Mr. Gerard Healy (MASCOS - Centre Representative).

2. Minutes of the previous meeting

The minutes for meeting 1/07 were confirmed as a true record of the meeting and accepted.

3. Matters arising/outstanding action items from the previous minutes

a) Heating/Cooling issues in offices:

Alison Thomson's office has no external windows or ventilation system and it is extremely hot and stuffy in the summer. Alison is not satisfied with the Committee's response to this issue (refer item 4 b) of previous minutes). Paula has recommended that when similar issues arise in the future, the Department should consider provision of fan(s) to rooms on a case by case basis. Management have endorsed this recommendation.

b) Strip-shelving update:

Paula has received feedback from the EHS Advisor regarding appropriate action to address this issue. Paula and the Advisor have agreed on the following course of action: **(Responsible Officer – Paula King)**

- 1) A general email will be sent to all staff detailing how to access and use strip- shelving, information about load limits, and obstacles such as filing cabinets; Paula will draft an email and send to the EHS Advisor for review.
- 2) Document the risk management process and progress of High Risk offices;
- 3) Draft a Management Plan for offices of continuing staff;
- 4) Include hazard on Hazard Register and WAS checklists.

4. Incident reports for the period shall be discussed and action taken to prevent further similar incidents

Paula was bitten by a spider while getting changed in her office. The spot where she was bitten was infected, but the infection healed after few days. No further action required.

5. Review the Department requirements to maintain the standards of SafetyMAP4.

- a) The Department is required to have one Level 2 First Aid Officer for every 50 people. This is based on the First Aid Assessment which is required to be completed every 3 years. Due to staff attrition, there are currently only 2 staff trained at this level – Theo Pham and Glynn Matthews (on secondment). Sandra Clarke is currently enrolled to undertake training.

Action: Danielle Roller to recruit and organise training for a new Level 2 First Aid Officer to ensure compliance.

- b) Due to staff/student attrition there is also a requirement to recruit and train wardens.

Action: Danielle Roller to recruit and organise training for new Floor Wardens to ensure compliance.

- c) AMSI has their own arrangements for First Aid Officers and Floor Wardens (provided by the administration of the ICT building where AMSI is located); Gerard Healy to discuss compliance regarding emergency planning with the Emergency Management Coordinator, Matt Bennett.

Action: Paula to determine first aid requirements for MASCOS. Gerard Healy to discuss compliance requirements for emergency planning with Matt Bennett.

- d) Audit Preparation – Paula highlighted the main areas where work was needed in preparation for the internal and external audits:

i) Induction Process for new staff, students and casuals – Paula has a number of queries regarding EHS compliance which she will raise with the EHS Advisor

ii) Paula is building a new training database that will identify training requirements for individual staff and training completed

iii) Risk Assessments for all hazardous tasks need to include supervision requirements and Safe Work Procedures need to be developed/updated for all risk assessments

6. Other Business

- a) Architecture Building - Peter Forrester received an email from Norm Frankel (Physics) warning people not to go near the Architecture Building due to risk of panels falling off the building. Paula has emailed Cilla Gloger (School Administrator – Physics) to find out more about the issue. It's not clear why the Department of Mathematics and Statistics did not receive such email advising of the problem.

Action: Paula to contact RMO regarding the warning and appropriate communication.

- b) Sewer Blockage - the Information Centre toilets which back onto the courtyard adjacent to the Staff Tea Room has blocked three times in the past year. The kitchen outflow is connected to the sewer, and the blockage causes a bad odour in the room. In the first two instances the blockage caused overflow of the boiler in the staff tea room resulting in outflow spilling onto the tea room floor. Michael Brock from Maintenance will organise for a camera to be placed in the sewer to try and determine the cause of the blockage.

Action: Safety Officer to report findings to the Committee.

- c) Classroom Sizes – It has been reported that at the beginning of each semester some tutorial classes are overcrowded. The problem only happens for some subjects in the first few weeks of the semester prior to student numbers for the subject settling.

Action: Robert to discuss with Deb King and develop a policy to address the problem of overcrowding. The suggestion needs to be approved by HoD and should be included in the Teaching Policies manual.

The meeting closed at 3.20pm.

Next Meeting: 20 September 2007, at 2:15pm in the Belz Room

THE UNIVERSITY OF MELBOURNE
Department of Mathematics and Statistics
Environmental Health and Safety Meeting
Meeting 2-07
Action Sheet

Item No.	Minuted Item	Item	Action	Person Responsible	Completed
1	5 a)	SafetyMAP compliance	Danielle to recruit and organise training for a new Level 2 First Aid Officer to ensure compliance	Danielle Roller	
2	5 b)	SafetyMAP compliance	Danielle to recruit and organise training for new Floor Wardens to ensure compliance.	Danielle Roller	
3	5 c)	SafetyMAP compliance	Paula to determine first aid requirements for MASCOS. Gerard Healy to discuss compliance requirements for emergency planning with Matt Bennett.	Paula King & Gerard Healy	
4	6 a)	Architecture Building	Paula to contact RMO regarding the warning and appropriate communication.	Paula King	
5	6 b)	Sewer Blockage	Safety Officer to report findings to the Committee.	Danielle Roller	
6	6 c)	Classroom Sizes	Robert to discuss with Deb King and develop a policy to address the problem of overcrowding. The suggestion needs to be approved by HoD and should be included in the Teaching Policies manual	Robert Maillardet	