1. Attendance and apologies

Dr K Sharpe (Chair)
Ms A. Newman
Ms D. Boutros (Safety Officer & EHS Coordinator)
Ms L. Mifsud (OH&S Representative & Minutes)
Dr R. Maillardet (Academic Representative)
Ms D Trejo (General Staff Representative)

Apology: Ms Maya Ramakrishnan (Student Representative)

2. Minutes of the previous meeting

The minutes for meeting 4/04 were confirmed as a true record of the meeting and accepted.

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

- Dolla reported that Shane had requested P&B check the Exit lights, identified by Robert M.
  Action: Dolla to follow up the Exit light situation with Shane.

- There had been no further progress with the projector in room 213.
  Action: Dolla to discuss possible solutions with architect (Tony Styant-Browne).

- Most of WAS reports have been completed and submitted to Dolla.
  Action: Ken to submit a copy of the Honours room reports to Dolla.

- Work Area Inspection forms have been updated, to include repetitive information. The forms are available to download on the website.

- Ken reported the boxes left in the Honours room belonged to Moshe. The boxes were placed there after his office was flooded last year.
  Action: Ken to follow up with Moshe regarding the boxes in the Honours room.

- Dolla circulated the 2005 meeting dates to committee members. She will send reminders and confirm with members closer to the meeting dates.
• A Deputy EHS Chair is still required. Possible candidates are Meei Ng, Owen Jones, Paul Norbury or Lawrence Reeves.

**Action:** Ken to approach possible Deputy Chair candidates.

4. Minutes and reports received from the University of Melbourne Environmental Health and Safety Representatives Committee
   • The EHS Reps Committee minutes were emailed to all dept EHS members.

The committee discussed issues concerning the changes to the Swanston Street tram stop. Safety issues and poor design were a concern.

5. Minutes and reports received from Faculty of Science EHS Committee
   • The Faculty EHS Committee minutes were emailed to all dept EHS members.

6. Incidents reports for the period shall be discussed and action taken to prevent further similar incidents
   Two incidents were reported:
   • On the 8th December 2004 Alan Lu stood on an ergonomic chair to reach a computer server cover located above normal reach. The chair rotated causing Alan to fall and hurt his back. He is aware that a step ladder is stored in the IT storeroom, but found it easier to use the chair. No further action taken by the department.
   • On Saturday 19th March 2005 Felisa Vazquez-Abad lost her balance when turning to walk down the stairs and fell. A student and a staff member close by assisted her. No action was taken by the department.

   **Action:** The issues raised from these incidents will be raised at the next Department meeting.

7. Review of the department requirements to maintain the standards of SafetyMAP version 4
   • The Department continues to maintain the requirements needed to meet SafetyMAP 4.

8. Other Business

   No issues raised.

*Next Meeting:* 16th June 2005 – 2pm, Thomas Cherry Room.
## Environmental Health and Safety Meeting

**Meeting 1/05**

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Action</th>
<th>Timeline</th>
<th>Person Responsible</th>
<th>Date of completion</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>22/3/05</td>
<td>3</td>
<td>Follow up with Shane regarding Exit lights.</td>
<td>June 2005</td>
<td>Dolla Boutros</td>
<td>May 2005</td>
<td>Shane has confirmed with P&amp;B that the exit lighting is acceptable.</td>
</tr>
<tr>
<td>22/3/05</td>
<td>3</td>
<td>To discuss plans with architect regarding projector in room 213.</td>
<td>June 2005</td>
<td>Dolla Boutros</td>
<td>May 2005</td>
<td>Both Ken S and Barry H have spoken to Architects. Refer to email for outcome.</td>
</tr>
<tr>
<td>22/3/05</td>
<td>3</td>
<td>Ken to submit a copy of the Honours room reports to Dolla.</td>
<td>June 2005</td>
<td>Ken Sharpe</td>
<td>June 2005</td>
<td>Ken was unable to located reports. He will ensure the WAS for Jun 05 are handed in.</td>
</tr>
<tr>
<td>22/3/05</td>
<td>3</td>
<td>To follow up with Moshe regarding the boxes in the Honours room.</td>
<td>June 2005</td>
<td>Ken Sharpe</td>
<td>June 2005</td>
<td>The boxes in room 106 belong to Moshe. He will arrange to have them removed.</td>
</tr>
<tr>
<td>22/3/05</td>
<td>3</td>
<td>Approach possible Deputy Chair candidates.</td>
<td>June 2005</td>
<td>Ken Sharpe</td>
<td>May 2005</td>
<td>Lawrence Reeves agreed to become the new Chair.</td>
</tr>
<tr>
<td>22/3/05</td>
<td>6</td>
<td>The issues raised from incidents will be discussed at the next Department meeting.</td>
<td>May 2005</td>
<td>Ken Sharpe</td>
<td>May 2005</td>
<td>Ken reported the incidents at the dept meeting (27th May).</td>
</tr>
</tbody>
</table>