1. Attendance and apologies

Mr L. Reeves (New Chair)
Dr R. Maillardet (Academic Representative)
Ms L. Mifsud (OH&S Representative)
Ms M. Ramakrishnan (Student Representative)
Ms A. Newman
Ms. P. O’Reilly (Minutes)

Apologies:
Ms D. Trejo (General Staff Representative)

2. Minutes of the previous meeting

The minutes for meeting 1/06 were confirmed as a true record of the meeting and accepted.

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

There were no matters arising or outstanding action items from the previous minutes.

4. Minutes and reports received from Faculty of Science EHS Committee

It was noted that the minutes have not been received and the committee is yet to meet.

5. 2006 External EHS Audit –

Lloyd’s Register Quality Assurance are undertaking an independent audit of the University’s EHS system. Other than Property and Buildings, no academic or administrative departments have been specifically identified for audit, however, the auditors have indicated that they may enter any department as part of their general surveillance audit as a means of gaining a general impression of the implementation of the EHS system.

6. Incidents reports for the period shall be discussed and action taken to prevent further similar incidents.
D. King stepped into a ditch made by construction workers near the Eastern Precinct carpark and fell. She requested immediately that a barrier be placed around the ditch to prevent further accidents.

7. Review the department requirements to maintain the standards of SafetyMAP version 4.

Averil advised that at this time there is no action required for this item. In the event that Dolla Boutros does not return to her role in the department, this item will need to be addressed at that time.

**Action:** Leave item open to prompt future action.

8. Any other business

   a) Maya reported on the following:-

      i) Windows in Room 140 – winder has detached and window cannot be opened/closed

      **Action:** Averil to report to maintenance

      ii) Carpets in need of cleaning

      **Action:** Maya to put sign up for cleaners

      iii) Heat in offices – Averil offered Maya use of fan

   b) Lawrence enquired whether work area inspections were completed.

      **Action:** Averil to check if any are outstanding

The meeting closed at 2.30pm.

*Next Meeting: TBA*