

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

**2:15pm, Thursday 8 March 2007
Belz Room, Richard Berry Building**

**MINUTES
Meeting 1/07**

1. Attendance and apologies

Present

Dr. L. Reeves (Chair)

Ms. E. Duane (Student Representative)

Ms. A. Newman (General Staff Representative)

Ms. P. King (Safety Officer, BEC)

Ms. Hannah Simonsson (Minutes)

Apologies were received from Dr. R. Maillardet (Academic Representative) and Lara Maia-Pike.

2. Minutes of the previous meeting

The minutes for meeting 4/06 were confirmed as a true record of the meeting and accepted.

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

a) Incident Reports: A procedure is required for notifying the Safety Officer that an incident report (Themis or Hardcopy) has been completed.

Action: Paula to ask supervisors to provide her with a copy of incident reports.

b) Risk assessment – strip shelving: There are still some rooms where the load on the shelves has not been reduced. Paula has been asked to meet storage requirements for a room by providing more shelves. The Department does not have funds to replace all strip-shelving.

Action: Averil to talk to Peter Taylor about people who have not reduced the load on shelving. Paula to let Averil know who these people are.

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

a) Graham Keen cut his finger while cutting bread in the AMSI kitchen. No action is required.

b) Lawrence raised a recent issue reported by Moshe where a student complained about Room 106 being too hot and requested a fan to be provided. Paula examined the room on the day of the report and assessed the temperature as comfortable. Moshe was advised that the student could purchase a fan for their personal use if they so desired. Paula explained that the department did not have funds to purchase desk fans for all rooms that are not air-conditioned. Averil suggested that if students are uncomfortable they can work from home on extremely hot days.

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

a) Scheduled Internal and External Audits

The internal audit will take place 24-27 July and the external re-certification audit will occur on 29 August. Danielle Roller will represent the department for the external audit.

b) The EHS manual has been updated and will be put on the web.

Action: Paula to ask EHS advisor if it is sufficient to have a procedure within the induction process whereby staff and students are referred to a web location for the manual as opposed to being provided with a hard copy of the document.

6. Other Business

b) No issues had been raised for this meeting

Action: Paula to send out reminder to ms—all one week before scheduled EHS meetings to ask staff if they have any EHS related issues to raise.

b) Danielle Roller has agreed to act as Safety officer while Paula is on maternity leave.

Action: Invite Danielle to the next EHS meeting.

The meeting closed at 2.55pm.

Next Meeting: 21 June 2007, at 2:15pm in the Belz Room

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Department of Mathematics and Statistics
Environmental Health and Safety Meeting
Meeting 1-07
Action Sheet

Item No.	Minuted Item	Item	Action	Person Responsible	Completed
1	3a)	Incident Reports	New incident report procedures – Ask supervisors to provide Safety Officer with a copy of incident reports.	Paula King	15/03/07 Notice in Housekeeping Bulletin
2	3 b)	Risk assessment: strip shelving	Averil to advise Peter Taylor of room occupants who haven't yet reduced load on strip-shelving in accordance with EHS Committee recommendations.	Averil Newman Paula King	
3	5 b)	EHS Manual on Web	Ask EHS advisor if it is sufficient to have a procedure where staff/students are referred to a web location for the manual as opposed to being provided with hard copy.	Paula King	08/03/07 Refer email Sam Montalto 08/03/07
4	6 a)	EHS Issues	Send reminder to ms-all one week prior to EHS meetings and ask for issues to raise.	Paula King	
5	6 b)	Safety officer change	Invite Danielle Roller to next EHS meeting.	Paula King	
6		EHS issues - feedback from Staff	Lawrence Reeves to reply to Sanming to delegate responsibilities to room occupants.	Lawrence Reeves	