1. Attendance and apologies

Dr K Sharpe (Chair)
Dr L. Reeves (New Chair)
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 & Minutes)

Apologies:
Ms A. Newman
Ms L. Mifsud (OH&S Representative)
Ms M. Ramakrishnan (Student Representative)

Ken Sharpe welcomed Dr. Lawrence Reeves as the new Chair of the Dept EHS committee.

2. Minutes of the previous meeting

The minutes for meeting 1/05 were confirmed as a true record of the meeting and accepted.

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

Outstanding items were discussed and the outcomes are listed on the action sheet of meeting minutes 1/05. Refer to the following web link for meeting minutes: http://www.ms.unimelb.edu.au/resources/safety/ESCOMMITTEE.html

- It was requested that the exit lights be cleaned in the Russell Love theatre.
**Action:** Dolla to ask Shane to have the exit lights cleaned.

- Staff have been enquiring about the location of the step ladders.
**Action:** Dolla to email staff reminding them of the location of the three step ladders in the building.

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

No incidents to report.
5. **Work Area Safety Inspections due by Monday June 27th**
   - Dolla has not received all of the work area safety inspection reports. Reasonable action items should be reported, such as temperature and non-ergonomic chairs.
   **Action:** Dolla to put a reminder in Housekeeping regarding submission of inspection reports.

6. **Review the department requirements to maintain the standards of SafetyMAP version 4**
   - Dolla reported that the Faculty EHS Chair will organise a meeting with department heads and safety officers to go through the report on the EHS audit that was held in May.

7. **Other Business**
   - A blind had fallen in Room 140. The blind may have caused damage if a person was near the blind when it fell.
   **Action:** A request for repair will be logged with Property and Buildings.
   **Action:** WAS Inspectors to check all office blinds for potential problems.
   - Dolla has received 10 responses regarding the EHS Roles and Responsibilities training session for supervisors. The training is required for SafetyMap purposes. Some supervisors are not able to attend the July session, so a second session will be offered in early September. For those who are unable to attend either session, they will need to enrol themselves in a session through Themis.
   - Ken farewelled the committee as the outgoing Chair and especially thanked Dolla and Lisa for all of their hard work.

*Next Meeting: 15th September 2005 – 2pm, Thomas Cherry Room.*
# ACTION SHEET
Meeting 2/05

<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>16/6/05</td>
<td>3</td>
<td>To ask Shane to have the exit lights cleaned in the Russell Love theatre.</td>
<td>July 2005</td>
<td>Dolla Boutros</td>
<td>June 2005</td>
<td>Shane has arranged for the exit lights to be cleaned by P&amp;B.</td>
</tr>
<tr>
<td>16/6/05</td>
<td>3</td>
<td>To email staff about the locations of the step ladders.</td>
<td>June 2005</td>
<td>Dolla Boutros</td>
<td>23 June 2005</td>
<td>A message was included in housekeeping bulletin week 23/6/05</td>
</tr>
<tr>
<td>16/6/05</td>
<td>5</td>
<td>To put a reminder in Housekeeping for Work Area Supervisors to submit inspection reports.</td>
<td>June 2005</td>
<td>Dolla Boutros</td>
<td>23 June 2005</td>
<td>A message was included in housekeeping bulletin week 23/6/05</td>
</tr>
<tr>
<td>16/6/05</td>
<td>7</td>
<td>Repair blind in Room 140.</td>
<td>July 2005</td>
<td>Dolla Boutros</td>
<td>June 2005</td>
<td>BEIMS request entered for P&amp;B to repair</td>
</tr>
<tr>
<td>16/6/05</td>
<td>7</td>
<td>To ask inspectors to check blinds in offices.</td>
<td>June 2005</td>
<td>Dolla Boutros</td>
<td>23 June 2005</td>
<td>A message was included in housekeeping bulletin week 23/6/05</td>
</tr>
</tbody>
</table>