1. Attendance and apologies

Mr L. Reeves (Chair)
Dr R. Maillardet (Academic Representative)
Ms E. Duane (Student Representative)
Ms A. Newman
Ms. P. O’Reilly (Minutes)

Apologies:
Ms D. Trejo

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

The minutes of the Faculty of Science EHS Committee were reviewed. Issues relevant to the department are:

a) Appropriate filing of EH&S records and documentation – example to be provided from Genetics;

b) Faculty’s EH&S Management Plan to be followed & reported through the Management Committee of every department. Objectives should be signed off by Management Committees for report back to the Faculty EH&S Committee;

Action: Averil and Paula to discuss how this will be achieved

c) The Committee agreed that a list of HSRs in Science departments should be posted on the Faculty’s website, as an HSR can act as a representative of any designated work group when required.

Averil explained that a new Office Manager would soon be appointed whose role will be to manage the Department’s Health and Safety systems. Appropriate training will be organised.
5. Incidents reports for the period shall be discussed and action taken to prevent further similar incidents.
   a) Room 224 (Kostya) – Wall bracketed shelving detached from wall and books/documents on shelving fell.
   **Action:** Paula to put notice in Housekeeping to alert staff to potential hazard of strip-shelving in relation to load and position of shelving. Paula to include an agenda item for the next meeting – risk assessment of strip-shelving.
   b) Leon Au – 02-Jun-06 - bicycle accident on-campus – no further action required.
   c) Kim Levy – 02-Jun-06 - bicycle accident on-campus – no further action required.

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

   An internal audit has been scheduled for the 24 –28 July. We will be advised shortly which departments will be included in the audit.

   The Office Manager will need to make sure our Health and Safety systems are current and all documentation is up to date.

7. First Aid Officers

   Averil advised that the following staff will be completing training for First Aid in September:
   Jeff Briffa
   Paula O'Reilly
   Dave Coulson
   Theo Pham (refresher Level 2)

8. Other Business

   Lawrence enquired about the BEC. Averil advised that the new Office Manager will receive training for this role.
   **Action:** New Office Manager to co-ordinate training for self.

   Signage on Safety Noticeboards requires updating.
   **Action:** New Office Manager to update

The meeting closed at 2.30pm.

*Next Meeting: 21 September, 2006 at 2:15pm in the Thomas Cherry Room*
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Minuted Item</th>
<th>Item</th>
<th>Action</th>
<th>Person Responsible</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4</td>
<td>Compliance with Faculty EHS Management Plan</td>
<td>Paula and Averil to discuss process for review through department Management Committee</td>
<td>Paula &amp; Averil</td>
<td></td>
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<tr>
<td>2</td>
<td>5 a)</td>
<td>Incident Reports</td>
<td>Housekeeping Notice to alert staff of potential hazard of strip-shelving</td>
<td>Paula O’Reilly</td>
<td>06/07/2006</td>
</tr>
<tr>
<td>3</td>
<td>5 a)</td>
<td>Incident Reports</td>
<td>Include Agenda item – Risk Assessment of strip shelving – for next meeting</td>
<td>Paula O’Reilly</td>
<td></td>
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<tr>
<td>4</td>
<td>8</td>
<td>Other Business</td>
<td>Office Manager to co-ordinate BEC training</td>
<td>Paula O’Reilly</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>8</td>
<td>Other Business</td>
<td>Update signage on Safety Noticeboards</td>
<td>Paula O’Reilly</td>
<td></td>
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</tbody>
</table>