1. Attendance and apologies

Mr L. Reeves (Chair)
Ms D. Boutros (Safety Officer & EHS Coordinator)
Dr R. Maillardet (Academic Representative)
Ms M. Ramakrishnan (Student Representative)
Ms A. Newman
Ms P. O’Reilly (Minutes)

Apologies:
Darla Trejo (General Staff Representative)
Ms L. Mifsud (OH&S Representative & Minutes)

2. Minutes of the previous meeting

The minutes for meeting 2/05 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 2/05. Refer to the following web link for meeting minutes


Emergency Intercom is still an ongoing minute item.

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

The Faculty EHS Committee minutes were emailed to all dept EHS members.

Main issues relevant to the department were:

Work area inspections – Dolla proposed they be reduced to once per year in late October/early November.

Action: Dolla to send email to those responsible for inspections.

Testing and tagging of electrical equipment – this is to be coordinated by the university centrally. This process is not in place yet but should be active by
the beginning of next year. Jeff Briffa will continue to tag new equipment in the interim.

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

A staff member cycling to work was hit by a rising barrier - Royal Parade, Tin Alley entrance. An incident report form was forwarded to Risk Management.

Robert reported that students are jumping the fence near his office and there are bikes on the other side of the fence. This is a potential hazard. **Action:** Dolla to mention to Grounds.

6. **Fire Evacuation 6/07/05**

One staff member was not evacuated. This staff member claims to have not heard the alarm. An alarm has now been installed near this person’s office. The responsible warden has been briefed of areas they are required to evacuate.

Dolla is planning a fire evacuation for the first or second week after mid-semester break.

**Action:** Dolla to investigate if it is possible and viable to get emergency evacuation procedures translated into other languages for visitors where English is a second language.

7. **Work Area Inspections**

Please refer to Item #4

8. **EHS Roles & Responsibilities for Supervisors and Managers**

Dolla reported that ¼ of the staff have completed the training.

9. **Review the department requirements to maintain the standards of SafetyMAP Version 4**

The Department continues to maintain the requirements needed to meet SafetyMAP 4.

10. **Any Other Business**

No other business was reported.

The meeting closed at 2.25pm.

*Next Meeting: 8th December 2005 – 2pm, Thomas Cherry Room*
### ACTION SHEET
Meeting 3/05

<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>15/9/05</td>
<td>3</td>
<td>Emergency intercom outside Thomas Cherry Room G39 – misleading and incorrect signage</td>
<td>ASAP</td>
<td>Dolla Boutros</td>
<td>27/9/05</td>
<td>Uni Emergency unit have replaced the misleading sign with another brief sign.</td>
</tr>
<tr>
<td>15/9/05</td>
<td>4</td>
<td>WAS Inspectors to be informed dept areas will be inspected once a year Oct/Nov.</td>
<td>Oct 2005</td>
<td>Dolla Boutros</td>
<td>28/9/05</td>
<td>All WAS inspectors have to emailed and informed inspections to occur ONCE a year, last Monday in October.</td>
</tr>
<tr>
<td>15/9/05</td>
<td>5</td>
<td>Grounds to be asked to investigate the possibility of placing a gate outside of R. Maillardert’s office.</td>
<td>Oct 2005</td>
<td>Dolla Boutros</td>
<td>6/10/05</td>
<td>Grounds have removed section of the barrier/gate and is now open access.</td>
</tr>
<tr>
<td>15/9/05</td>
<td>6</td>
<td>Investigate possibility of getting emergency procedures translated in another language.</td>
<td>Nov 2005</td>
<td>Dolla Boutros</td>
<td>13/10/05</td>
<td>It is Dept’s responsibility to ensure visitors understand emergency procedures. Can use phone translating services.</td>
</tr>
</tbody>
</table>