1. Attendance and apologies

Dr. R. Maillardet (Deputy Chair, Academic Representative)
Ms. E. Duane (Student Representative)
Ms. A. Newman (General Staff Representative)
Ms. P. O’Reilly (Safety Officer, BEC)
Ms. Lara Maia-Pike (Minutes)

Apologies:
Mr. L. Reeves (Chair)

2. Minutes of the previous meeting

The minutes for meeting 2/06 were confirmed as a true record of the meeting and accepted.

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

a) Compliance: The HoD is accountable for Compliance with Faculty EHS Management Plan. The role of the Safety Officer supports this accountability by maintaining EHS documentation and advising and raising awareness of EHS policy and procedure.

External Audit will be carried out on the following dates:

February 2007 – surveillance audit
September 2007 – re-certification

**Action:** Paula to report to Department Management Committee on compliance with EHS Management Plan (November/December 2006).

b) Risk Assessment of strip-shelving: carpenters from Property Building assessed the strip-shelving in the Richard Berry building but did not provide clearly defined criteria for safety.

**Action:**
1) Paula to assess all rooms and identify levels of risk (low, medium and high)
2) Paula to obtain a quote to secure shelves
3) Committee to offer a recommendation for high risk offices/areas
c) Training: First Aid Officers

Paula advised that the Department's Qualified First Aid Officers are:

Jeff Briffa  
Paula O'Reilly  
Dave Coulson  
Theo Pham  
Russell Jenkins

d) Notice Boards: signs on Notice Boards have been partially completed – all essential information is on the board and it is current.

**Action:** Paula to complete Notice Boards updates.

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

There are no incidents reports for the period.
Paula pointed out that there are new procedures in place to report incidents. Forms are now completed and forwarded to supervisors online and sent to EHS electronically.

**Action:** Averil and Paula to discuss process to ensure that incidents are reported to Committee.

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

The Chair of the Environmental Health and Safety Committee has the responsibility to co-ordinate work area inspections of the workplace.

**Action:** Paula to speak to L. Reeves about coordination of inspections and investigate/include item for strip shelving on the Work Area Safety Inspection checklist for future inspections (2007 onwards).

6. **Employee Health and Safety Representative**

On the 5th of September Paula sent an email to all staff requesting nominations for Employee Health and Safety Representative.
There have be no nominations put forward. The department’s obligations to call for nominations have been met.
It was agreed that a call for nominations would be placed every 2 years.

**Action:** Safety Officer to place call for nominations in September 2009.
7. Other Business

Averil: Dean of Science has concerns as the Science buildings require some major renovations. Issues identified for the Richard Berry building include:

- lack of office space/inadequate use of space
- lack of lift in the building
- air-conditioning/heating

An architect has been engaged to check if spaces are used effectively and satisfactorily.

The meeting closed at 3.15pm.

*Next Meeting: 07 December, 2006 at 2:15pm in the Belz Room*
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Minute d Item</th>
<th>Item Description</th>
<th>Action Description</th>
<th>Person Responsible</th>
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<tbody>
<tr>
<td>1</td>
<td>3 a)</td>
<td>Compliance with Faculty EHS Management Plan</td>
<td>Paula to report to department Management Committee on compliance with EHS Management Plan (Nov/Dec 06)</td>
<td>Paula O’Reilly</td>
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<td>2</td>
<td>3 b)</td>
<td>Risk assessment: strip shelving</td>
<td>Paula to assess all rooms/areas and identify levels of risk (low, medium, high)</td>
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<td>Committee to offer a recommendation for high risk offices/areas</td>
<td>EH&amp;S Committee</td>
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<td>5</td>
<td>3 d)</td>
<td>Notice Boards</td>
<td>Complete update of Safety Notice Boards</td>
<td>Paula O’Reilly</td>
<td>06/10/06</td>
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<tr>
<td>6</td>
<td>4</td>
<td>Incident Reports</td>
<td>New incident report procedures – Averil and Paula to discuss process to ensure that incidents are reported to Committee</td>
<td>Averil Newman &amp; Paula O’Reilly</td>
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<td>7</td>
<td>5</td>
<td>SafetyMAP4 requirements</td>
<td>Paula to speak to L. Reeves about coordination WAS inspections and investigate/include item for strip shelving on the Work Area Safety Inspection checklist</td>
<td>Paula O’Reilly</td>
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<td>8</td>
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