1. Attendance and apologies

Mr L. Reeves (New Chair)
Ms D. Boutros (EMS Officer)
Ms D. Trejo (General Staff Representative & Minutes)
Ms L. Mifsud (OH&S Representative)
Ms M. Ramakrishnan (Student Representative)
Ms A. Newman

Apologies:
Dr R. Maillardet (Academic Representative)

2. Minutes of the previous meeting

The minutes for meeting 3/05 were confirmed as a true record of the meeting and accepted.

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

Emphasize the hotline for emergency evacuation procedures to be translated into other languages for visitors where English is a second language. The onus is on the department to provide this information to visitors. If there is an issue with communication and language with a visitor, the academic who invited the visitor will be asked to assist with explaining the emergency procedures.

Action: Lisa to add the hotline information about translated emergency procedures to visitor packs.

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

- A staff member cut their finger
- A staff member aggravated a back injury. They have seen an ergonomist who gave them exercises and discussed how to deal with the situation.

5. Fire drill 12/10 & Floor Wardens

The fire drill on 12th Oct was rescheduled for 13th Oct after a fuse outage caused the alarm to stop after a few seconds of ringing. A few issues were raised from the drill the following day. Some of the issues - deputy floor
wardens not clear as to their role, building exits not covered, assembly point not clear and some alarms not working.

The guard at the North entrance of the building to snib the side entrance to the Information Centre during an evacuation.

**Action:** Dolla to organise an in-house floor warden training session will be held in late January or early February 2006.

6. **Work Area Inspections**

There are still some areas outstanding in the Work Area Inspections. Some of the sections were checked by Dolla as the Inspectors were on leave. No major issues were identified. The inspections will now be held on an annual basis instead of twice a year.

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

Dolla will ensure that the Department meets the standards for SafetyMAP 4.

8. **Any Other Business**

- Suggestion of walkie talkies for guards for communication during an evacuation.

**Action:** Dolla to check that all wardens have access to a hat.
**Action:** Dolla to send committee members the meeting dates for 2006.

The meeting closed at 2.30pm.

*Next Meeting: TBA*
**ACTION SHEET**  
Meeting 4/05

<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>8/12/06</td>
<td>3</td>
<td>To add the hotline information about translated emergency procedures to visitor packs.</td>
<td>Feb 2006</td>
<td>Lisa Mifsud</td>
<td>16/1/06</td>
<td>The following details emailed to Lisa -Website <a href="http://www.immi.gov.au/tis/how.htm">http://www.immi.gov.au/tis/how.htm</a> ph: 131 450</td>
</tr>
<tr>
<td>8/12/06</td>
<td>5</td>
<td>To organise an in-house floor warden training session will be held in late January or early February 2006.</td>
<td>Feb 2006</td>
<td>Dolla Boutros</td>
<td>16/1/06</td>
<td>Training sessions arranged for: Mon 13 Feb 10-12 Wed 15 Feb 2-4 Thu 16 Feb 10-12 All wardens have been notified via email.</td>
</tr>
<tr>
<td>8/12/06</td>
<td>8</td>
<td>To check that all wardens have access to a hat.</td>
<td>Feb 2006</td>
<td>Dolla Boutros</td>
<td>16/1/06</td>
<td>All wardens have been emailed and asked if they have access to a warden hat. Required numbers have been requested from Uni Emergency Coordinator.</td>
</tr>
<tr>
<td>8/12/06</td>
<td>8</td>
<td>To send committee members the meeting dates for 2006.</td>
<td>Feb 2006</td>
<td>Dolla Boutros</td>
<td>16/1/06</td>
<td>Proposed 2006 dates emailed to all Citee members and published on Dept EHS website</td>
</tr>
</tbody>
</table>