MINUTES
Meeting 4/06

1. Attendance and apologies

Present
Dr. L. Reeves (Chair)
Dr. R. Maillardet (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)

No apologies were received.

2. Minutes of the previous meeting

The minutes for meeting 3/06 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 rooms (low, medium or high) was completed on 22 November 2006. The EHS Committee has agreed that a quote to secure shelves is not required at this point in time, but has recommended all high risk offices to reduce loads on shelves (in particular shelving above or near workstations).

**Action:** Paula to follow up by next meeting, if offices have complied with risk assessment requirements.
c) Noticeboard updates were completed on 06 October 2006.

**Action:** Alan Burns (Librarian) needs to be notified of any changes on notice boards, such as EHS personnel and relevant contact numbers.

d) Development of new procedures for incident reports submitted through Themis.

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

e) The Committee agreed that a call for nominations for an Employee Health and Safety Representative should occur every year if no employee is appointed for the role.

**Action:** Call for nominations to take place once a year. Next call to take place in September 2007.

f) Architect will develop a plan by the end of the year regarding adequate use of space in the Richard Berry Building. No action required at this point in time.

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

a) Dave Coulson had a bike accident outside campus. No action is required.

b) Staff and student awareness of policy and procedure.

**Action:** Yearly reminders to staff/students to report accidents or near misses.

5. **Review the 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.

The EHS Unit is developing a tailored course to each department. No action required until further information is provided.

6. **Other Business**

a) Management Review – Paula tabled two documents:- the annual summary report (a Faculty of Science requirement) and the Faculty of Science EHS Management Plan. The annual report summarises EHS issues including document review and the appointment of committee members for the next term.

Paula will produce a document which outlines departmental compliance with the faculty EHS Plan and this along with the annual summary will be tabled in the December Management Committee meeting.

**Actions:**
i. Include regular EHS item for Department meetings, Management Committee meetings and Housekeeping (summary of relevant information).
ii. Paula to complete Faculty and Department Summary of Issues (include more detail regarding strip-shelving risk assessment).
iii. Paula to prepare a regular summary for Reeves to present at Departmental Meetings.

b) EHS 2007 (personnel)
The HoD needs to appoint a Chair for 2007. Dr Lawrence Reeves proposed to remain chair of the EHS Committee.

**Action:** Paula to email Peter Taylor to re-appoint Lawrence as Chair of committee.

c) Meeting Dates for 2007 – to be held in the Belz Room at 2.15pm
   08 March; 21 June; 20 September; 06 December

d) Feedback from staff regarding EHS issues

i. Ian Gordon informed that hot tap in the male toilet on 1st floor of Richard Berry building is not working.

**Action:** Paula to check if maintenance has already been contacted and corrective action has been taken.

ii. Sanming Zhou asked if WAS area inspections (which were completed in October and November 2006) could be centralised and performed by an appointed member of staff, as academics have large workload. The committee discussed the issue and concluded that inspections need to be decentralised to promote ownership of safety issues.

**Actions:**
Lawrence Reeves to reply to Sanming that he can delegate office inspections to room occupants but that he must retain responsibility for co-ordination of inspections and return of reports.

The meeting closed at 3.21pm.

**Next Meeting:** 08 March 2007, at 2:15pm in the Belz Room
### Task 1: Compliance with Faculty EHS Management Plan
- **Action:** Paula to report to department Management Committee on compliance with EHS Management Plan
- **Person Responsible:** Paula O'Reilly
- **Completed:** Dec 06

### Task 2: Risk assessment: strip shelving
- **Action:** Follow up if offices have complied with EHS Committee recommendations
- **Person Responsible:** Paula O'Reilly

### Task 3: Notice Boards
- **Action:** Alan Burns needs to be notified of any changes on Noticeboards such as EHS personnel and relevant contact details
- **Person Responsible:** Paula O'Reilly
- **Completed:** Ongoing

### Task 4: Incident Reports
- **Action:** New incident report procedures – Averil and Paula to discuss process to ensure that incidents are reported to Committee
- **Person Responsible:** Averil Newman & Paula O'Reilly

### Task 5: Employee Health and Safety Representative
- **Action:** Call for nominations to take place in September 2007
- **Person Responsible:** EH&S Committee

### Task 6: Incident Reports
- **Action:** Yearly reminders to staff/students to report accidents or near misses
- **Person Responsible:** EH&S Committee
- **Completed:** Dec 06

### Task 7: Management Review – report to Management Committee
- **Action:** Include regular EHS item for Department meetings, Management Committee meetings and Housekeeping
- **Person Responsible:** EH&S Committee
- **Completed:** Ongoing

### Task 8: Management Review – report to Management Committee
- **Action:** Paula to complete Faculty and Department Summary of Issues (include more detail regarding strip shelving risk assessment)
- **Person Responsible:** Paula O'Reilly
- **Completed:** Dec 06

### Task 9: Management Review – report to Management Committee
- **Action:** Paula to prepare a EHS summary to be presented at Department meeting by Reeves
- **Person Responsible:** Paula O'Reilly
- **Completed:** Ongoing

### Task 10: EHS 2007 personnel
- **Action:** Paula to email HoD to re-appoint Chair
- **Person Responsible:** Paula O'Reilly
- **Completed:** Dec 06

### Task 11: EHS issues - feedback from Staff
- **Action:** Paula to check if maintenance has already been contacted and corrective action has been taken.
- **Person Responsible:** Paula O'Reilly
- **Completed:** Jan 07

### Task 12: EHS issues - feedback from Staff
- **Action:** Lawrence Reeves to reply to Sanming to delegate responsibilities to room occupants.
- **Person Responsible:** Lawrence Reeves