

WORKPLACE HEALTH & SAFETY COMMITTEE MEETING

MINUTES



Date: Thursday 19th April, 2012

Time: 10am – 11am

Venue: Laser House, 174 VP, L3, Room 3.12

Chairperson: Nancy Reid

Present: Jane Morrow – AR, Martin Ceberek – OHSR & G,
Chelsey James – MR, Zarina Erasmus – GS,
Nick Baum – SR, Paolo Testaguzza –G,

Apologies: Bruce Clarke - MR, Darren Morton - G,
Sandra Simpson – AR, Michelle Pearlman – GS
Lisa Zarrella - MT

OHS COMMITTEE MEETING MEMBER REQUIREMENTS

3 x Management Reps

2 x Academic Reps (Employee Rep)

2 x General Staff (Employee Rep)

1 x OHS Rep (Employee Rep)

1 x Student Rep

KEY: MR – Management Rep, AR – Academic Rep, GS – General Staff, SR – Student Rep,
EP – Employee Rep, G – Guest, MT –Minute Taker, OHSR – Occupational Health & Safety Rep

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ITEM			
Welcome	The Committee welcomed Nick Baum (Student Representative) and Paolo Testaguzza (Guest) to the meeting.		All
1. Minutes of the previous Meeting	Accepted by the Committee	Accepted	All
2. WHS Membership Replacements	Bruce spoke to the MCCC regarding a replacement for John Saunders position on the Committee. No volunteer has come forth.	Ongoing – continue to follow up	Bruce
	A replacement for Rosemary William’s position on the committee will be nominated through a general election. Michelle Pearlman is a possible candidate. A procedure for electing new members is to be reviewed	Send out an email outlining the request for a new member. Review procedures	Bruce
3. Staff Training – Committee Members	Several Organisations have been contacted. Lisa will notify Members once training dates and venues are confirmed.	Work in progress	Lisa
4. Workplace Health Checks, Hep B Vaccines	Workplace health checks will be scheduled for May. Chelsey will finalise details.	Date to be advised	Chelsey
	Hepatitis B Vaccines – Several first Aid officers have expressed their interest and the first of 3 vaccines will be scheduled at this stage, late May	Date to be advised	Lisa
5. Accidents & Incidents	Several Security Incidents were reported.	All issues have been resolved	Security
6. General Business	EMF Frequency’s – Recommendations and guidelines have been given to Darren to further investigate concern raised by Staff member.	Under investigation	Darren
	Harmonised Workplace Health & Safety - An updated printout was given to committee members		Martin
	Cisco Telephones – The IT Department have been contacted to program the 600 number (Security/First Aid) on the speed dials of all phones	Work in Progress	Martin/IT
	No Smoking signage – Chris Sheargold is liaising direct with Campus Operations to organise a new Smoking area away from all entrances and will advise everyone once completed.	Work in progress	Paolo, Chris

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Casual & Sessional Staff – The HR Department are in the process of developing and reviewing an online induction program for all casual and sessional staff.	Work in progress	Chelsea
Security – Paolo is looking at quotes for extra Security staff on campus	To be advised	Paolo
Nick has requested an Emergency Management Plan for the MCSA office		Paolo

Chairperson for our next meeting – Michelle Pearlman

Thursday 17th May 2012

10-11am

Level 3, Laser House

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