

**THE UNIVERSITY OF NEW SOUTH WALES
FACULTY OF THE COLLEGE OF FINE ARTS**

Minutes of the meeting of the Occupational Health and Safety Committee

Held	18 th September, 2007 at 10.00am, in the Elwyn Conference Room		
Present	Ms. Cindy Wilkinson (Faculty Manager & Chair) Ms. Sue Blackburn (Technical Services) Ms. Judy Haywood (Library) Mr. David Millar (UNSW Facilities Department) Mr. Denis Cooper (General Services) Mr. Jim Brown (Technical Services) Ms. Jacqueline Clayton (School of Design) Mr. Will Pearce (CSU) Ms. Melinda Chylinski(COFA OHS Coordinator)		
Absent	Mr. Michael Kempson (School of Art) Ms. Claire Ren (Student Administration)		
Apologies	Ms. Martina Lavin (UNSW Risk Management Unit) A/Prof J Mendelssohn (School of Art History and Theory) Mr. Erik Champion (School of Media Art) Ms. Annabel Pegus (Ivan Dougherty Gallery)		
Observers			
Agenda Item	Date Issue Was First Raised	Item, Action Required and by Whom	By When
1. Welcome and apologies	N/A	A welcome was extended to all members present. Apologies for the meeting were noted.	N/A
2. Minutes from the last meeting	N/A	The minutes from the previous meeting were agreed as a true and accurate record.	N/A
3. Action items and matters arising from the previous meeting	9/08/07	3.1 First Aid Kit Checklist It was noted that the checklist was only for a type A kit and needed to be modified for other kits. Action: Melinda to ensure checklist is the right one for the type of kit and distribute the checklist to the first aid officers	December 2007
	9/08/07	3.2 Signs to be displayed for Visitors and Contractors The person who looks after UNSW signage is away on leave so formal signs will not be displayed until December. Sue suggested that we make some temporary signs to be displayed until the formal signs are erected. Action: Sue to make temporary signs	ASAP
	9/08/07	3.3. Amenities for staff members Will kindly offered the use of the CSU kitchenette to staff members wanting to wash utensils in block F. But there should be an area provided to staff members where they can wash utensils and prepare food. Action: Cindy and Melinda to look into an area	Next meeting

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		on campus that could possibly used as staff room	
	09/08/07	3.4 Blinds for Finance The windows in Finance will be tinted by Friday this week and the blinds that were causing the odor will be removed.	
	09/08/07	3.5 Training needs analysis Action: Melinda to review next year	January 2008
	09/08/07	3.6 Review of COFA safety Manual Action: Melinda to review next year	January 2008
	09/08/07	3.7 Representatives from Media Art and Design Jacqueline Clayton will be representing the School of Design and Erik Champion will be representing the School of Media Art	
4. Correspondence (In and Out)		There were no items for discussion.	N/A
5. Standing Items		5.1 Any Faculty/UNSW Management Decisions That May Impact on OHS 5.1.1 Cindy Wilkinson has been appointed the Faculty Risk manager and will be in charge of the faculties risk register, coordinating risk management activities and promoting risk management throughout the faculty. 5.1.2 There is going to be a change made to the semester timetable. The impacts of this change will be discussed at the COFA Managers Meeting 5.1.3 The Developments of the new building is to be a standing item on next years OHS meeting Agenda	N/A
		5.2 Chairperson's Report – Items from Level 1 OHS Committee There were no items for discussion.	N/A
	21/05/07	5.3 OHS coordinators Report. 5.3.1 Faculty Statistics :- None 5.3.2 Faculty/Division Training :- Melinda to review Training needs analysis and organize training for 2008 5.3.3 Faculty/ Division audits and corrective action:- The major outstanding corrective action from the Noel Arnold audit is Document control and record keeping	Ongoing

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		<p>at COFA.</p> <p>There needs to be a system in place for each unit to document and number their necessary documentation (In accordance with the UNSW procedure for document and record control). Will informed the committee that CSU could look into a system which could help in this process.</p> <p>Members would like to know which documentation they should be keeping and how long they should keep it for?</p> <p>Actions:- Melinda to discuss documentation requirements with each unit and look into the development of system to number documents</p> <p>5.3.4 OHS Website updates</p> <p>Melinda is to make changes to the website to make it easier for staff members to access forms.</p> <p>5.3.5 New/ Changes to OHS legislation/standards :-None</p> <p>5.3.6 New Changes to COFA/ UNSW policy/procedures/guidelines:- None</p> <p>5.3.7 Other Matters:- None</p>	
	12/06/07	<p>5.4 Temperatures and Thermal Comfort at COFA</p> <p>The consultants commissioned to review thermal comfort have begun their assessment and it will be completed in December. They will be considering all options except for air-conditioning.</p>	December
	21/05/07	<p>5.5 Emergency Assembly Area</p> <p>The after the last review of the emergency assembly area it was decided that the area in front of F block is the safest area for people to evacuate to and that it is easily accessible to emergency services such as ambulance and the fire brigade. The Committee would like conformation of this from main campus.</p> <p>Action: Denis to request email form main campus confirming the safety of the area.</p>	Next Meeting
6. Significant Incidents/Hazards		<p>6.1 Staff member received occupational overuse injury.</p> <p>Action: Staff member to receive new desk and footrest</p>	
		<p>6.2 Fumes from Petrol station</p> <p>On the 13th and 14th of September 2007 there were fumes being pumped from the mobil</p>	

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		<p>petrol station while they were testing the tanks. These fumes were causing people headaches and nausea.</p> <p>Melinda spoke to the company who was performing the work and they said they would do everything possible to minimize the fumes, but it not make much of a difference.</p> <p>Melinda also contacted the Local council and WorkCover NSW to investigate the matter further.</p>	
		<p>6.3 Non- Adjustable monitors in Computer Labs</p> <p>It was brought to the attention of the committee that having non-adjustable workstations in the computer labs could cause injury to those that use them. Especially to those who are tall or short.</p> <p>The committee suggested that a couple of adjustable workstations could be placed in each of the labs for those that need them.</p> <p>Action:- Melinda and Joe from CSU to look into height adjustable desks/workstations for computer labs.</p>	
7. New Business	09/08/07	<p>7.1 Local OHSMS implementation plans and local document control registers for paper work :-</p> <p>As per discussion in 5.3.3</p>	Sept. '07
	09/08/07	<p>7.2 Upgrade of printmaking machinery</p> <p>It has been more than 2 years since the incident in printmaking and still not all of the upgrades have been completed in the area.</p> <p>Charles Hansell the person that was designing and making the presses for the department has suffered a back injury and has been unable to perform any work. Michael has contacted other printmaking companies but they are not interested in fitting the necessary guarding to the presses.</p> <p>Action: Melinda to discuss matter with Michael</p>	Sept. '07
	09/08/07	<p>7.3 OHS website update</p> <p>Website to be updated as discussed in point 5.3.4</p>	

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	09/08/07	<p>7.4 Workplace inspections</p> <p>All workplace inspections to be completed by end of October.</p> <p>Action:- The following members are placed in charge of ensuring these areas are inspected on time.</p> <p>Block D:- Jim Block B:- Melinda Block F Level 2 and 3:- Jacqueline Block F Basement:- Jim Block G Michael:- Block C:- Sue Buildings and Grounds:- David</p>	End October 2007
	09/08/07	<p>7.5 Student Competition for safety week</p> <p>Melinda is running a competition for students during safety week. The aim of the competition is to design a poster encouraging the use of safety equipment such safety eyewear, hearing protection and footwear.</p> <p>The closing date is the 22nd of October and Judging is to occur on the 23rd.</p> <p>The committee recommended that Jacqueline and Michael be the judges for the posters and that the Dean present the winners with their prize money.</p> <p>Action:- Melinda to email Michael and Dean</p>	October 2007
	09/08/07	<p>7.6 Other events for staff during safety week</p> <p>Melinda will be running some short training sessions on how to set-up your workstation during the week.</p> <p>The committee also suggested some sessions be run on how to complete a risk assessment.</p> <p>Action:- Melinda to email staff to inform them of dates and times of the sessions.</p>	October 2007
8. Next Meeting		TBA	N/A
9. Close of meeting		There being no further business the meeting concluded at 11am.	N/A