

**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	16 th August, 2005 at 12.30pm in the Elwyn Lynn Conference centre		
Present	<ul style="list-style-type: none"> • Ms. S. Blackburn (Technical Services) • Mr. M. Kempson (School of Art) • Ms. M. Chylinski (COFA OHS coordinator) • Mr. D.Cooper • Mr. D. Millar (UNSW Facilities Department), • Ms. Wendy Parker (School of Design) • Ms. Tamsin Hughes (Library) • Mr Wade Marynowsky (CSU) • Ms. K. Thomas (School Art Education) 		
Absent			
Apologies	Ms. V. Sawatt (Administration), Ms. Cindy Wilkinson (Faculty Manager) Ms. M. Lavin (UNSW Risk Management Unit), Mr. J. Brown (Technical Services), Ms. L. Bolitho (School of Art History and Theory) Chairperson, Ms. A. Pegus (Ivan Dougherty Gallery),		
Observers	Ms. Sharon Brogan		
Agenda items	Date issue was first raised	Action and by whom	By when
1. Apologies and welcome Apologies from missing members above. Welcome:- Wade (CSU) and Tasmin (Library).			
2. Minutes from last meeting Previous minutes were agreed as a true and accurate record.			
3. Report on action items from last meeting	3.1 24/5/2005	3.1 John Gillies to enrol in OHS consultation training. Dates of training have been sent by Melinda Chylinski. Responsibility:-John Gillies	3.1 Next meeting

	<p>3.2 24/5/2005</p>	<p>3.2 New OHS committee member for IDG needs to be decided. Responsibility:- Annabel Pegus</p>	<p>3.2 Next meeting</p>
	<p>3.3 Dec 2004</p>	<p>3.3 Shop has responsibility to ensure equipment is safe and to ensure their work practices do not endanger anyone. We have responsibility to ensure building and fire systems safe. Melinda to check if shop owners are aware of their OHS responsibilities or if there is a clause in their lease agreement. Responsibility:- Melinda Chylinski</p>	<p>3.3 Next meeting</p>
	<p>3.4 Dec 2004</p>	<p>3.4 Report completed on thermal comfort issue at COFA. Committee to review report. Responsibility:- All members</p>	<p>3.4 Next meeting</p>
	<p>3.5 Dec 2004</p>	<p>3.5 Mezzanine areas in printmaking still being used as storage areas. Alternative storage arrangements still to be made. Responsibility:- Michael Kempson</p>	<p>3.5 Next meeting</p>
	<p>3.6 Dec 2004</p>	<p>3.6 Safe operating procedure for ladders has been completed and dates have been arranged to provide Manual handling training for IDG Staff and other high risk areas. Safe operating procedure for ladders and all OHS documents to be placed in Dean's unit OHS folder. Responsibility:- Melinda Chylinski</p>	<p>3.6 Next meeting</p>
	<p>3.7 8/2/2004</p>	<p>3.7 Risk assessments for new and existing courses. Vicky Sawatt brought up the issue of risk assessment for courses at the last Education Committee meeting. Ian Howard made it clear at the meeting that the risk assessment is not an option but essential for all courses. Formats for risk assessment need to be approved at next education committee meeting. Report on outcome next meeting. Responsibility:- Vicky Sawatt</p>	<p>3.7 Next meeting</p>
	<p>3.8 Dec 2004</p>	<p>3.8 Risk Registers. i-cinema needs completing Responsibility: - Melinda Chylinski</p>	<p>3.8 Next meeting</p>
	<p>3.9 24/5/2005</p>	<p>3.9 WorkCover to inspect changes to press since the second improvement notice. Report on outcome next meeting. Responsibility:-Michael Kempson</p>	<p>3.9 Next meeting</p>

	<p>3.10 24/5/2005</p> <p>3.11 24/5/2005</p> <p>3.12 Dec 2004</p> <p>3.13 Dec 2004</p> <p>3.14 24/5/2005</p> <p>3.15 24/5/2005</p> <p>3.16 Dec 2004</p> <p>3.17 24/5/2005</p> <p>3.18 24/5/2005</p>	<p>3.10 Class sizes. This issue has been a concern to committee members for a long period of time and all would like to know what (if any) are the Universities views on this issue, if there are any guidelines or policies relating to this e.t.c. The committee would like to have this issue raised at the next level 1 committee.</p> <p>3.11 Emergency statistics for COFA have been sent to all members. Sharon Brogan would like a copy of UNSW electrical accident statistics to help with risk assessments. Responsibility:- Melinda Chylinski</p> <p>3.12 Hand rail in C block has been installed</p> <p>3.13 Mouldy carpet in F block has been cleaned. Will monitor problem to see if cleaning has fixed problem.</p> <p>3.14 Audit action plans still outstanding. Need to meet with Heads of School to complete. Responsibility:- Melinda Chylinski</p> <p>3.15 Risk assessment guidelines completed. Need to place them in Dean's unit OHS folder. Sharon Brogan to send template to Melinda for documents. Responsibility:- Melinda Chylinski and Sharon Brogan</p> <p>3.16 Training dates organised with different departments</p> <p>3.17 Review of testing and tagging procedures at COFA. Recommendations and schedule need to be extrapolated from already completed risk assessment of testing and tagging. Responsibility:- Melinda Chylinski</p> <p>3.18 Emergency phone number sticker to be placed on all phones. Responsibility:- Denis Cooper</p>	<p>3.10 Next meeting</p> <p>3.11 Next meeting</p> <p>3.14 Next meeting</p> <p>3.15 Next meeting</p> <p>3.17 Next meeting</p> <p>3.18 Next meeting</p>
4. New Business		<p>4.1 Safety advise for Exhibitions. Committee recommends that risk assessment records for all Schools be kept with OHS coordinator and each School. And they recommend that risk assessments and safety checklist for exhibitions should also be completed by students exhibiting off campus. These issues</p>	<p>4.1 Next meeting</p>

	4.3	<p>are to be forwarded to the DWG. Responsibility:- Sharon Brogan and Cindy Wilkinson</p> <p>4.2 24 hr access to computer labs for postgraduate students. Melinda to develop guidelines/Policy for afterhours access to computer labs and workshops in conjunction with other committee members. Denis was asked about the cost of installing an internal phone. He gave an estimate of \$80 for the phone and \$55 dollars a month for line rental. David to investigate the cost of installing help points.</p> <p>Once completed send to DWG for approval.</p> <p>Responsibility Melinda Chylinski and all other members, Denis Cooper and David Millar to give cost of phones and help points</p> <p>4.3 Smoking near doorways:- Signs to be placed in doorways and inlets for airconditioners. Responsibility Melinda Chylinski and David Millar</p> <p>4.4 OHS information for course outlines :- Including testing and tagging clause. It was decided that the information for course outlines needs to be standardised.</p> <p>Things that need to be included:- -Student OHS responsibilities -First aid -Evacuation procedures -Testing and tagging clause -Computer usage -Exhibit safety -After hours access (referral to policy)</p> <p>Melinda to review each schools OHS information and create 1 document. Michael to send SOA, Wendy to send SOD and Sue to send SOMA.</p> <p>Once complete Graham Forsythe to take to DWG for review. Responsibility:- Melinda Chylinski</p> <p>4.5 Responsibility for testing of general power outlets on campus. David Millar to report back next meeting.</p>	<p>4.2Next meeting</p> <p>4.3 Next meeting</p> <p>4.4 Next meeting</p> <p>4.5 Next meeting</p>
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5.		All items to be discussed next meeting	5 Next meeting
6.Business without notice		<p>6.1 Sharon Brogan brought up the issue that before each class at main campus security give a brief overview of evacuation procedures. She would like to know if that could be done at COFA. David Millar to investigate. Responsibility:- David Millar</p>	6.1 Next meeting
<p>7. Next Meeting:- 22nd November 2005 at 12.30 in the Elwyn Lynn Conference Centre Responsibility:- All Members</p>			
<p>They're being no further business, the Meeting closed at 2.20pm.</p> <p>Ms Melinda Chylinski OHS coordinator</p>			