

**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	24 th May, 2005 at 12.30pm in the Elwyn Lynn Conference centre		
Present	<ul style="list-style-type: none"> • Ms. Cindy Wilkinson (Faculty Manager) • Ms. L. Bolitho (School of Art History and Theory) Chairperson • Mr. J. Brown (Technical Services) • Ms. S. Blackburn (Technical Services) • Mr. M. Kempson (School of Art) • Ms. M. Lavin (UNSW Risk Management Unit) • Ms. B. Fielder (Ivan Dougherty Gallery) • Mr. J. Gillies (School of Media Arts) • Ms. V. Sawatt (Administration) • Ms. M. Chylinski (COFA OHS coordinator) • Mr. D. Cooper • Mr. D. Millar (UNSW Facilities Department), • Ms. Wendy Parker (School of Design) 		
Absent	School of Art Education representative		
Apologies	Wade Marynowsky CSU , Tasmin Hughes Library		
Observers			
Agenda items	Date issue was first raised	Action and by whom	By when
1. Apologies Wade (CSU) and Tasmin (Library).			
2. Welcome Beverly (IDG)			
3. Minutes from last meeting Previous minutes were agreed as a true and accurate record.			
4. Business arising from previous minutes -The Emergency management unit advised		<p>4.1 Organise OHS consultation training for John Gillies and refresher for Wendy Parker Responsibility: - Melinda Chylinski</p> <p>4.2 Find a replacement representative for IDG Responsibility: - Beverly Fielder</p>	<p>4.1 Next meeting</p> <p>4.2 Next meeting</p>

<p>that the chairs in the IDG do not need to be moved</p> <p>-Emergency evacuation signs have been completed and placed around campus</p> <p>-All emergency stop buttons have been fitted to the machinery that required the buttons</p> <p>- First aid kits are to be checked and restocked on a 6 monthly basis.</p> <p>-The safe purchasing checklist has been completed and it is to be filled out before the purchase of items</p> <p>-DWG approved OHS strategic plan for 2005</p>	4.3 Dec 2004	4.3 Testing and tagging for the shop and first aid kit for the shop check on responsibility Responsibility: - Melinda Chylinski	4.3 Next meeting	
	4.4 Dec 2004	4.4 Air-conditioning for classrooms and offices. Gather information/complaints about temperatures and prepare safety issues report. Responsibility: - Melinda Chylinski and Cindy Wilkinson	4.4 Next meeting	
	4.5 Dec 2004	4.5 Mezzanine in Rafael's office is no longer to be used, alternative storage is to be found Responsibility: - Michael Kempson	4.5 Next meeting	
	4.6 Dec 2004	4.6 Training for manual handling and safe operating procedure for the use of ladders Responsibility: - Melinda Chylinski	4.6 Next meeting	
		4.7 Limit to the amount of solvents to be kept in DG cabinets. Jim to send copy of email from Martina regarding this matter to Michael and Sue. Responsibility: - Jim Brown	4.7 End May	
	4.8 8/2/2004	4.8 Vicky Sawatt to raise issue of risk assessments for new courses to the Education committee and report back next meeting. Responsibility: - Vicky Sawatt	4.8 Next meeting	
	4.9 June 2004	4.9 Risk registers. 99% of risk registers for the college have been complete. Risk register for I-cinema incomplete. Melinda to check on progress Responsibility: - Melinda Chylinski	4.9 End May	
	<p>5. Student accident in printmaking</p> <p>-The student involved in the incident is recovering well and has resumed part-time study</p> <p>- The machine involved in the incident</p>		5.1 All machines in printmaking to be guarded Responsibility: - Michael Kempson	5.1 Timeframe to be decided
		5.2 24/5/2005	5.2 Class sizes. The incident has also raised a concern among committee members about the size of classes and what constitutes a safe number students in a room, in regards to it's size and the activities taking place in the area (Using machinery, tools and equipment). And also how many students can someone supervise at one time safely. There is a need to develop some guidelines	5.2 Next meeting

<p>has been fitted with the appropriate controls as requested by the WorkCover improvement notice</p> <p>-The incident illustrated the importance of having the risk register completed. If the register had not been complete WorkCover may have issued a more serious penalty. Thanks to those involved in completing the register.</p> <p>-In addition the incident highlighted the importance of managing risks with engineering controls rather than administrative controls.</p>		<p>that staff can follow when determining class size and to place these in the risk registers. Melinda and Wendy to look at Jewellery studio to determine safe numbers in this area and to use this as a starting point. Melinda to see if University already has any guidelines relating to class sizes.</p> <p>Responsibility: - Melinda Chylinski and Wendy Parker</p>	
<p>6.Risk management report</p> <p>- Reporting of hazards has increased</p> <p>-The cost of claims has also decreased</p>		<p>6.1 Melinda to obtain COFA specific statistics for emergencies</p> <p>Responsibility: - Melinda Chylinski</p>	<p>6.1 Next meeting</p>
<p>7. Facilities update on items to be fixed from</p>	<p>7.1 Dec 2004</p>	<p>7.1 Stairs leading down into C block to be fitted with hand railing and the top step at the flight of stairs to be fixed.</p> <p>Responsibility:- Facilities</p>	<p>7.1 End May</p>

workplace inspections -90% of items completed		7.2 Mouldy carpet in F block to be cleaned. If this does not work will have to look at replacing and where funds will come from. Responsibility:- Facilities	7.2 End July
8. Outstanding audit action plans	8.1 24/5/2005	8.1 Three schools have outstanding audit action plans (School of Art, School of Design and School of Media Arts). Will need to have the heads of school prepare plans. Responsibility:- Melinda Chylinski, OHS reps and Heads of School	8.1 Next meeting
9. Standing items -Risk registers refer 4.9 -Safe purchasing checklist in use.	9.1 8/2/2005 9.2 Dec 2004	9.1 Risk assessments. Melinda and Martina to prepare one page guideline on risk assessments. Responsibility:- Melinda Chylinski and Martina Lavin 9.2 Manual handling training and preventing overuse training to be prepared and dates organised. OHS awareness training at COFA is being run once a month response so far has been positive. Training needs analysis needs to be prepared. Responsibility:- Melinda Chylinski	9.1 Next meeting 9.2 Next meeting
10. Business without notice - Annual testing and tagging of electrical equipment to be undertaken during June-July - Issues with disabled access around campus. Ramp being purchased for IDG to allow disabled access to gallery.	10.1 24/5/2005	10.1 Will need to review testing and tagging procedures. Responsibility:- Melinda Chylinski and Jim Brown 10.2 Emergency phone number sticker to be placed on all phones Responsibility:- Denis Cooper	10.1 Next Meeting
11. Next Meeting:- 16 th August 2005 at 12.30 in the Elwyn Lynn Conference Centre Responsibility:- All Members			
They're being no further business, the Meeting closed at 2pm. Ms Melinda Chylinski OHS coordinator			