
AGENDA

DEPARTMENT	Engineering, Health, Science and the Environment (EHSE)
MEETING TITLE	EHSE Workplace Health and Safety Committee (WHSC)
DAY, DATE	Wednesday, 17 Feb 2016
TIME	09:00 am - 11:00 am
LOCATION	Yellow 2.2.10 Meeting Room
ATTENDEES	Himi Ibrahim (HI) – Chair, Yolande Yep (YY), Peta Harbour (PH) <i>proxy for</i> Lolita Wikander (LW), Chris Lugg (CL), Hemangi Surti (HS), David Crook (DC), Liz Kneen (LK), Bino George (BG)
APOLOGIES	Mary Madden (MM), Matthew Gray (MG), HSR Yellow Precinct – Ramya Ramamoorthi (RR)

ABSENT

1. Welcome and Apologies

HI informed that the committee will need replacements for two members. One to replace LK and one for student rep. Nomination email has been sent out to postgraduate generic mailing list and one nomination has been received so far. The nomination closes on 25 Feb.

2. Matters Arising from Previous Meetings

- a. MG attended Coxswain instead of Remote First Aid since the both trainings were held at the same time last year.

ACTION 1: *MG to enrol in remote first aid course this year and advise the committee on a suitable or recommended remote first aid box.*

- b. AED purchase is in progress as part of both first and second stage rollouts. Based on the last meeting outcome, UHSC confirmed the purchases for both first and second stage will happen at the same time and will include AEDs for fieldwork.

c. Risk Management Training with WHS and Field Work Duty of Care

- i. Risk Management Training was held on 25/11/2015 from 9 am – 12 pm and attended by Yellow area technical services and a researcher.
- ii. Duty of Care and Field Work Risk Assessment Training was held on 10/11/2015 and attended by 7 staff members from the Faculty. There is a plan to make the training as a compulsory component for a staff to attend before one is allowed to go out in the field. DC highlighted that this may not be feasible with casual or volunteers but may be workable when it comes to making it compulsory to activity leaders to attend.

3. IBC Update

Darwin regional IBC will meet for the first time in 2016 on 30 March. The committee will retain the frequency of two meetings and one inspection per year as practiced since 2015. YY, HI and Chair of Faculty Biosafety and Radiation Committee (Martin Boland) are the representatives from CDU for the committee.

4. AIIR & Hazard Report – Annual Report for 2015

HI briefed the members on compiled AIIRs and Hazard reports throughout 2015. Overall, the Faculty had:

Category	No of Incidents/Accidents
Hand Injury	8
Slip, Trip and Fall / Building & Infrastructure Hazard	9
Fieldwork-related	4
Others	5

5. Reports from Areas

SOH raised concerns on recurring health issues of staff in Blue 5 that may be caused by air quality in Blue 5. This is possibly due to aircon ducts that not cleaned or maintained. Jobs have been logged with FAS but the response is to wait until the renovations are completed. Jobs have also been logged to clean the carpets. There was also an incident where a staff member's office had no air-con at all despite being reported to FAS and had it looked into repeatedly. HI emphasised on the need for closure or at least feedback or reply for all the logged jobs or complaints made to FAS. This is to ensure the progress are updated accordingly and everyone is kept in the loop.

ACTION 2: LK and future rep to monitor the situation once renovation is completed and to log jobs with FAS if the issues are recurring.

As there were no other matters, the meeting adjourned at 10.00 am.