



Minutes

DEPARTMENT	Engineering, Health, Science and the Environment (EHSE)
MEETING TITLE	EHSE Workplace Health and Safety Committee (WHSC)
DAY, DATE	Wednesday, 22 February 2017
TIME	9:00 am - 11:00 am
LOCATION	Yellow 2.2.10
ATTENDEES	Himi Ibrahim (HI) – Chair, Lolita Wikander (LW), Matthew Gray (MG), David Crook (DC), Hao Wang (HW), WHS guest – Michael Howard (MH), WHS guest – Rhonda Hedger (RH), Christine Collins (CC) <i>proxy for</i> Yolande Yep (YY)
APOLOGIES	Lekshmi Sobhana (LS), Chris Lugg (CL), Hemangi Surti (HS), Yolande Yep (YY), HSR Yellow Precinct – Ramya Ramamoorthi (RR), Student Rep – Bijumon Mani (BM), Bino George (BG)

1. Welcome and Apologies

2. Matters Arising from Previous Meetings

- a. **AEDs for Field Work** – It is not known whether RIEL has ordered the units for field work.

ACTION 1: DC to update on purchase status of AEDs for Field Work in the next meeting.

- b. **Yellow 1 Mould Issue** – No update. HW informed the members that the mouldy odour has ceased as far as he is concerned.

ACTION 2: RR to update on current level of mould odour / issue and LS to follow up with OFM if problem persists.

- c. **Remote First Aid** – MG has changed the acronym in the form (AVPU) scale, to Alert, Voice, Pain, Unresponsive to avoid confusion for those who are not in the field.
- d. **Animals on Campus** – OFM has advised MH on University by-law for animals on site: CHARLES DARWIN UNIVERSITY (SITE AND TRAFFIC) BY-LAWS
<http://www.cdu.edu.au/governance/doclibrary/byl-008.pdf> Animals are covered in Part 2, 8 (n))
- e. **Purple 4 High Risk Lab** – CL and HS advised that the School has gained full access to the control room within the dynamometer lab in Purple 4. The subcontractors have moved out from the control room. Things are in the early stages of the control room being prepared for use in conjunction with the dyno lab.

ACTION 3: CL and HS to update members of the progress in the next meeting.

- f. **Yellow 2 Footwear Issues** – LS has sent out a Faculty-wide email addressing the concerns related to footwear in laboratories / adherence to the policies in workplace by staff members.



3. **IBC Update** – HI circulated the annual inspection report in the WHSC meeting invitation email. HI highlighted the minor issues which have been attended to by the areas involved. The issues include cleaning and repair of rusted bench footing, bookcase, linoleum and equipment removals.
4. **AIIR & Hazard Report** – HI briefed the members on AIIRs as well as hazard reports between Oct 2016 – Feb 2017. There were 3 incidents involving high school students in Y2, 1 hazard report for SEM room, 1 public aggression report, 1 slip trip and fall in Yellow 1, and 1 bird attack in Blue area parking. MH updated the members on SEW initiatives to bring the AIIRs online and the work is in the pipeline.

MH also updated the current SEW project in having University-level Risk Registers (starting with high-risk ones). The work will begin by having scheduled discussions with key Faculty members, such as Head of Schools and technical staff in order for the team to establish the initial database.

5. **Cyclone Committee Update** – HI informed the members on Emergency webpage which can be accessed via <http://www.cdu.edu.au/emergency>. Minutes of the meeting was distributed to the members prior to the meeting. Last meeting was conducted in Nov 2016 and up to now there is only one 1 Watch/Warning in the NT.

6. Reports from areas

- a. **Beyond Blue / Mental Health Initiatives** – LW advised that the project is now close to be disbanded due to the hardship in obtaining support unlike before. It is hoped that the support will be from top to bottom in the future instead of always being bottom to top. RH mentioned that it is within her role as well to assist in this area as a University-wide initiative.

HI informed that he attended Mental Health Essentials training recently and has brought forward the proposal for in-house training to Faculty and OPC for further action. He strongly encouraged all to attend as it is more related to work environment than Mental Health First Aid (MHFA). The most recent quotation is \$5500 for 15 participants, for in-house training at CDU.

- b. **RIEL Boat Size Review and Modification Update** – DC updated the members that the matter has been discussed within SENV and presented photos and videos of the modifications of current RIEL's 3.75-m boat. DC informed that the team has received advice from Marine Safety on the croc guard modifications and the area has been using the modified boat for few months now without issues. MG suggested adding more guard rails along the driver's area to which DC said might further change the boat's dynamics and safety so the modification to the front remains as it is for now.
- c. **Confined Space** – HI informed the members that SEW is looking into establishing Confined Space register this year since apparently CDU have none in the past. Schools are asked to check whether there are work in confined space involved with academics and researchers in campus and outside campus.
- d. **Medicines and Emergency Situation Processes** – HI relayed two messages from LS / Faculty to the committee which are:
 - i. On any emergency medical situation, CDU Security needs to be informed after calling the emergency services. This is to keep CDU Security in the loop and for them to direct the emergency services to appropriate location.
 - ii. Since staff members are not allowed to administer and keep medicines such as aspirin in first aid boxes, it is allowable to keep it, for example in Faculty Staff Coordinators office. A person may be offered the aspirin and it is up to the person to decide if they want to take aspirin or not.



As there were no other matters, the meeting adjourned at 10.10 am.