Minutes of the meeting of the Southern WHS committee held on Wednesday 4 September 2014 at 2.00pm

PRESENT

Alek Zander
Michelle Hilton
Michael Van Der Veeke
Kylie Kent
Terry O’Meara
Wendy Toupas
Christopher O’Connor
Joanne Rooker
Michelle Ryan-Gales

IN ATTENDANCE

Ken Simpson
Dawn Mullins
Peta Evans

APOLOGIES

The following apologies were received by Dawn Mullins

Debra Peck
Gayle Smyth
Milena Dunn
Melissa Lombe

1. **STARRING OF ITEMS** (Agenda item 3, 5, 7 and 11)

   nil

2. **MINUTES OF PREVIOUS MEETING** (Agenda item *2)

   The minutes of the previous meeting of the OHS Southern Committee were adopted as a true and correct record.

3. **MATTERS ARISING FROM THE PREVIOUS MINUTES** (Agenda item *3)

   3.1.1 Safe access to Communications and Creative Industries at Wagga during road building from entry roundabout to Winery on Eastern side of hill – resolved.

   3.1.2 Provision of information cards to distribute (eform) with our information for staff students – Melissa Lombe – carried to next meeting

   3.1.3 Standard Minutes Template – was reviewed and agreed upon. Safe pedestrian access between bus stop at entry and building – resolved.
4. REPORT FROM THE PRESIDING OFFICER (Agenda item 4)

Alek Zander presiding officer had nil to report.

5. REPORT FROM THE MANAGER, WORK, HEALTH AND SAFETY (WHS) (Agenda item 5)

See attached

6. REPORTS FROM SUB-COMMITTEES OF SOUTHERN OHS COMMITTEE (Agenda item 6)

At this present time there are no sub-committees to report.

7. INCIDENT REPORTS REVIEWED (Agenda item 7)

The Southern WHS committee agreed that no further action or follow-up was required.

8. REVIEW OF HAZARD REPORTS (Agenda item 8)

The Southern WHS committee agreed that no further action or follow-up was required.

9. LOCAL SAFETY INITIATIVES AND RISK MANAGEMENT STRATEGIES (Agenda item 9)

Nil

10. ISSUES FOR REFERRAL TO THE UNIVERSITY SAFETY AND HEALTH MANAGEMENT COMMITTEE (USHMC) (Agenda item 10)

There were no issues to report to the USHMC committee.

11. OTHER BUSINESS (Agenda item 11)

11.1 Central Area Technical Committee want to review Chemical Hazards – risk assessment.

11.2 Mental First aid course – should the committee attend this? – Milena Dunn.

11.3 Mid to late October – HSR training will be ran for the committee, this will cover committee training.

12. URGENT BUSINESS (Agenda item 12)

Nil

13. NEXT MEETING

The next meeting of the Southern OHS committee will be held on Thursday 6 November 2014 from 1.30pm by Video Conference

VC HR WW 761
VC HR BA 714
VC Library TH 725
VC DIT POD TH 710

The agenda closes on 1 November 2014
CLOSURE

At 2.35 pm the Presiding Officer declared the meeting closed.

Signed as a true and correct record.

____________________________ / /  
Presiding Officer <date>
### CHARLES STURT UNIVERSITY
### ACTION SUMMARY SHEET

**Meeting:** Southern WHS COMMITTEE  
**Date:** Meeting one held on Wednesday 5 March 2014

<table>
<thead>
<tr>
<th>Resolution Number</th>
<th>Title</th>
<th>Action</th>
<th>By Whom &amp; when</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chemical Hazard</td>
<td>Alek to go back to the Central Area Technical Committee and ask for a brief, this should be sent through the Chemical Safety committee.</td>
<td>Alek Zander</td>
</tr>
<tr>
<td></td>
<td>Mental first aid course</td>
<td>Discuss with Melissa Lombe if the WHS committee should attend this</td>
<td>Peta Evans</td>
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</tbody>
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