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# Ourimbah Campus Health and Safety Committee Minutes

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| **Date: Time: Location:** | | | 12 March 2019  10:30am to 12.00pm  IRC108, Library, Ourimbah Campus | | | | | |
| **Chairperson: Secretary:** | | Margaret Monti (TAFE)  Elizabeth Donoghue (UON) | | | | | | |
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| **Attendees:** | | Margaret Monti (TAFE), Tamara Reilly (TAFE), Karen Fonti (CCCC), Elizabeth Donoghue (UON), Tim Kirkman (Academic UON), Joyleen Christensen (UON), Wade Jackson (UON), Neill Bourne (UON), Vanessa O’Neill (Yourimbah), Jackie Cobbold (UON), Glenn Douglas (DPI), Celia Hayes (TAFE). | | | | | | |
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| **Apologies:** | | Trevor Gerdsen (UON), Zoe Yates (UON), Megan McIlveen (UON), Jamie Daniluck (UON) | | | | | | |
| **Item No.** | **Discussion Items and Actions** | | | **Raised By** | **Date Raised** | **Responsible Person(s)** | **Target Date** |
|  | **Apologies & Welcome**  Apologies noted. | | |  |  |  |  |
| **1.0** | **Acceptance of Previous Minutes**  Vanessa O’Neill  Margaret Monti – Seconded | | |  |  |  |  |

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| **2.0** | **Previous Business** |  | |  |  |  |
| **2.1** | File share – Non university staff do not have access. Draft minutes to be uploaded to University Website. COMPLETED. |  | |  | COMPLETED.  ACTION: Liz to send link with the minutes. |  |
| Defibrillators signage not complete. Signage for EAD device in building and on outside of building. COMPLETED. |  | |  | COMPLETED. |  |
| Warden list and Emergency Charts: UON’s Business Continuity Manager recruitment process is underway, successful applicant will be invited to attend next meeting and work with Committee to resolve this issue RE: providing update on Warden list and Emergency flip charts. Key people for TAFE DPI CCCC (Campus partners) should also be responsible. |  | | 15/08/2018 | PENDING: to be followed up at next meeting | 04/06/2019 |
| Fire drill to be organised for Central Coast Community College area |  | |  | ACTION: Karen Fonti to arrange, CC: to Neill | 04/06/2019 |
|  | **AGENDA items** |  | |  |  |  |
| **3.0** | **IFS & SECURITY REPORT**  IFS: Congratulations to Wade for being appointed as Precinct Manager for Ourimbah campus.   * Update on mold:   + Business Incubator (BI): situation has been rectified, all repairs completed and occupants have moved back into building   + Humanities Officer (HO): situation has been rectified, all repairs completed and occupants. Wade confirmed that retesting of building will be done within next 2 months and TAFE and UON will be advised of outcome.   + Science Offices (SO): work has been carried out to replace moldy ceiling tiles. Occupants advised to report issues as soon as possible.   + Student Amenities (SA): mold issues flared up during Christmas shutdown. Yourimbah and IFS have carried out work to repair tables, chairs, curtains.   + Business Offices (BO): Work is planned to remove carpet and replace with carpet tiles and vinyl in hallways over mid-semester break (April). * Reminder for each work area to ensure that new staff are added to CCC-AllStaff mailing list. Send details to [centralcoast@newcastle.edu.au](mailto:centralcoast@newcastle.edu.au)   Security Report pending: No report was tabled at this meeting. It will be circulated with the minutes (or when received). |  | |  | ACTION: IFS to conduct retesting and advise outcome at next meeting.  ACTION: Jamie Daniluck to finalise security report. Report to be circulated with minutes (Liz). | 04/06/2019  14/03/2019 |
| **4.0** | **HEALTH AND SAFETY REPORT**  Report was read and circulated. | |  |  |  |  |
| **5.0** | **REPORTS FROM WHS COMMITTEE/S**  **5.1 UON – Margaret Monti**  **5.2 TAFE – Tamara Reilly** – verbal report given to accompany TAFE report  **5.3 CCCC – Karen Fonti**  **5.4 DPI – Glenn Douglas**  **5.5 Yourimbah – Vanessa O’Neill**  All reports read and circulated | |  |  | ACTION: Signage from CCCC carpark to The Castle (CA) and Multi-purpose (MP) buildings needed. Wade to investigate outside of this meeting. | 04/06/2019 |
| **6.0** | **EMERGENCY MANAGEMENT Business Continuity Manager**  Recruitment for this position is underway, successful applicant to join committee once on board. | |  |  |  |  |
| **7.0** | **OTHER BUSINESS**  **7.1 Membership update:** an email has been circulated to UON staff calling for academic nomination, closing 12 April. Thank you Tim for attending today’s meeting and nominating to join the committee. Election or direct appointment (depending on number of responses) will follow. Once academic positions are filled, Neill will send a similar email to call for professional staff nominations. Neill put forward a nomination for Liz to fill current vacancy and if any other staff are interested they will also be eligible to join committee. Nomination of Liz was accepted by Jackie. | | Neill | 12/03/2019 | ACTION: Neill to monitor nominations. | 04/06/2019 |
| **7.2 Building inspection updates:** iPads are stored at IFS and have been updated with iAuditor program. Draft schedule to be updated with new committee members and inspections for 2019 can commence. Draft schedule to be circulated with the minutes. | | Margaret | 12/03/2019 | ACTION: Send Jackie email details for new staff joining committee once election process has been completed. Jackie to update inspection schedule in due course. Liz to send draft schedule with the minutes. |  |
| **7.3 Power outage and management of vaccine fridge:** Private and public health vaccines are kept in fridge. Power outage of over 3 hours occurred last month. Secondary vaccine fridge to be stored in the library. Involve security transporting vaccines from clinic room to library. Procedural guideline written by Jackie. Seeking support from Security | | Jackie | 12/03/2019 | ACTION: Jackie to explore options with Wade and report back at next meeting. |  |
| **7.4 Reviewing first aid risk assessment for Ourimbah – TAFE:** historically individual areas are responsible. Security carry basic first aid material. UON has a recommended list of first aid equipment for each area to supply, some generic / some tailored for specific areas. | | Tamara | 12/03/2019 | ACTION: Tamara and Margaret to follow-up and contact Neill in due course for further feedback. |  |
| **7.5 Call for items for WHS Newsletter**  Vanessa happy to write newsletter. Each member to send ideas to Ness by COB 22nd March, 2019. Ideas/topics:   * Reminder to report incidents and near misses. * Explain what are the difference between maintenance and WHS issue? * Map out how to report WHS issues 🡪 each work area to draft and send to Neill. * Danger of walking around looking on your mobile phone | | Vanessa | 12/03/2019 | ACTION: Each member to send ideas /topics to Ness by COB 22nd March, 2019.  ACTION: each work area to draft their ‘how to report’ and send to Neill for nuancing. |  |
| **7.6 Overhanging trees near DPI:** Glenn raised concerns. Wade agreed to get arborists report. | | Glenn | 12/03/2019 | ACTION: Wade to arrange arborists report. |  |
| **7.7 Terms Of Reference:** Neill will update TOR for consideration at next meeting.   * Items 6.5 Chair and Deputy Chair can send proxy. * Item 10.3 deleted | | Neill | 12/03/2019 | ACTION: Neill to update TOR. |  |
| **8.0** | **Meeting closed:** 11.50am  **Next meeting:**  Tuesday 4 June, 2019  10:30am – 12:00pm  Room IRC-108, Library at Ourimbah campus or via Zoom <https://uonewcastle.zoom.us/j/142671748> | |  |  |  |  |

***Distribution List:***

Ms Margaret Monti – (TAFE Services Coordinator) – TAFE employee representative

Ms Elizabeth Donoghue – (UON Campus Partnerships Officer) – Committee Secretariat

Mr Trevor Gerdsen (University – Director Regional Campuses) – UON employer representative

Ms Jackie Cobbold (Student Central) – UON elected professional staff member

Ms Zoe Yates (Faculty of Health) – UON elected academic staff member

POSITION VACANT – UON elected academic staff member

Dr Joyleen Christensen (English, Language & Foundation Studies) – UON elected academic staff member

Miss Tamara Reilly – (TAFE Services Manager) – TAFE employer representative

Ms Celia Hayes – TAFE elected teaching staff

Ms Karen Fonti – Central Coast Community College elected representative

Ms Vanessa O’Neill – Yourimbah elected representative

Mr Glenn Douglas & Joshua Jarvis – Department of Primary Industries elected representative

Ms Megan McIlveen (Infrastructure and Facilities Services) – Observer

Mr Wade Jackson (University – Precinct Manager Infrastructure and Facilities Services) – UON Employer representative

Mr Neill Bourne (University – Senior Safety Officer) – Observer

Mr Jamie Daniluck (University – Security Manager) – Observer

Ms Jan Hungerford (TAFE Operations Manager Central Coast) – Observer

Mr Timothy Grover (TAFE Manager Student Services Support) – Observer

Ms Linda Cooper (University Associate Director – Campus Coordination) – Observer

Dr Tim Kirkman (Faculty of Science) – Observer

Position Vacant (University Business Continuity Officer) – Observer