

MINUTES

Date/time: Thurs 27 FEBRUARY 2020 at 12.45 pm			Location: SSC Noack Room	
Chair: Gavin Lindenmayer, Business Manager			Minute taker: Sonya Herndon, EA to HOC	
Attendees: J Bishop, L Chapman, M Engler, S Herndon, B Knott, T Lanagan, G Lindenmayer, M Medill, A Stonestreet			Apologies: A Cowper, H Kiehne, M Smith	
Agenda item	Committee Member	Notes	Outcome	Action
1. Meeting opening	Chair	Welcome and apologies		
2. Previous Minutes	Chair	Minutes from 7 November 2019 (previously distributed and taken as read)	Accepted as presented	
3. Business Arising	All	3.1 Synthetic Turf Cricket Pitch cover	Bobcat was utilised for Term 1,2020. Turf will be replaced this year. Looking for better options to avoid possible injuries from lifting.	Gavin/Barrie
		3.2 Emergency cut off for kitchen gas lines	Plumber and electrician required. Currently getting quotes	Gavin/Tyrone
		3.3 Kindy emergency evacuation	Kindys now participate in JC emergency drills. HSC/WSC Kindys do NOT have an alarm in place and currently must be called by phone. Alarm needs to be installed/connected to the existing alarms.	Gavin
		3.4 Projector cords in CSI	COMPLETED Project completed last week when AV company came to redo all projector runs/setup and cords are no longer hanging down.	
		3.5 SSC front gate light to be replaced	Glass broken on light at SSC front gate. Currently being evaluated.	Chris
		3.6 CSI Safety Shower	Short term: SYSAID request to be lodged for chemical containment bunding to be kept on hand in CSI when shower is used. Long term: To be added to minor capital works	Barrie

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<p>4. General Business</p>	<p>All</p>	<p>5.1 Incident Review</p> <ul style="list-style-type: none"> ○ Summary of submitted Incident Reports (no personal information included) ○ Discuss major and minor incidents <p>5.2 Hazard and Risk Review</p> <ul style="list-style-type: none"> ○ Areas identifies (seen and potential) ○ Update on rolling audit 	<p>Student: 19 incidents across all campuses</p> <ul style="list-style-type: none"> • 12 SSC, 4 HSC, 3 WSC • Majority were related to sport/playground • One involved a head injury as a result of a fall in the WSC 'quite area' on the playground <p>Staff: 6 incidents across all campuses</p> <ul style="list-style-type: none"> • 4 SSC, 2 WSC • One involved trip at WSC 'quiet area' on the playground <p>RISK REVIEW: WSC Play area (pictures provided)</p> <ul style="list-style-type: none"> • Committee recommends risk review of WSC 'quiet area' and playground area – noting that works are beginning soon for new playground equipment. • Ground movement and gum tree has created shifts in pavers and concrete creating multiple trip hazards • Discuss risk review process with DOC and HOC – short term vs long term solutions 	
<p>5. New items raised by staff, students, community</p>	<p>All</p>	<p>6.1 Committee member update</p>	<p>Update WHSW Poster 2020</p>	<p>Sonya</p>
		<p>6.2 Maintenance Department</p>	<p>Discussion of safe work practices by works crew – Must follow safety procedures in place specifically in relation to 'heights', 'confined workspaces'. Investigate certifications for both as well as audit on compliance of safety equipment.</p>	<p>Matt</p>
		<p>6.3 Disabled parking at SSC</p>	<p>It was observed that staff were parking in disabled parking at SSC. Reminder to be sent out in next staff newsletter</p>	<p>Sonya</p>
		<p>6.4 Bunya Nuts</p>	<p>INFORMATIONAL ONLY: Previous years, hired professionals to harvest the bunya nuts. Given drought, this year produced smaller size and amount of nuts so no outside arborist engaged. Instead, College communicated to community and used cones/ropes to indicate potential locations where nuts might fall.</p>	

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		6.5 CSI Water Leakage	Follow up to Sysaid request – after rains, CSI had water on the floor directly under the vent. Remains on Sysaid list.	Maintenance
		6.6 Trip at WSC	Staff trip from cracks in concrete in playground area. See above discussion on 'risk review' recommended for area.	DOC/HOC
6.Next Meeting	Term 2, Week 5: Thursday 21 May 2020 at 12.45pm in Noack Room			

Committee Membership:

James Bishop, Libby Chapman, Alister Cowper, Matt Engler, Sonya Herndon, Holly Kiehne, Barrie Knott, Tyrone Lanagan, Gavin Lindenmayer, Marg Medill, Marie Smith, Amanda Stonestreet