Minutes of the Occupational Health and Safety Committee Meeting

held
Monday 27/04/00

Chair: Yo Mondon  Note taker: Bill Martin

Present: Yo Mondon, Bill Martin, Stephanie Nutali, Tran Nguyen, Vanitha Vismartali

Apologies: none

1. The order and timing of items on the agenda was confirmed.

2. Bill Martin was nominated as the chair of the next meeting and Stephanie Nutali as note taker.

3. The following priority list for improvements to car park safety was agreed to:
   1) Repair of the stair rail at the street entrance
   2) Installation of a light at the corner near the back entrance to the building
   3) Re-location of the large waste disposal bin to the south west corner and placing of it up against the fence
   4) Re-surfacing of the area near the cafeteria
   5) Installation of lights around the perimeter

4. Vanitha reported that 60% of staff took advantage of the voluntary lunchtime exercise program during the past 3 months. Of those, 40% considered the program worthwhile and wanted it to continue. Concerns were raised that it was difficult to take part in the program and shower and change in the normal lunch break. This was partly because of a shortage of showers that means there can be delays. Generally people have dealt with this by advising others in their work area or team and making the time up later in the day.

The following motion moved by Vanitha Vismartali and seconded by Tran Nguyen was passed unanimously:

That the OH&S Committee recommends that the voluntary lunchtime exercise program continue and be reviewed every six months.

Action: Vanitha to inform the General Manager of this decision.

Stephanie to investigate solutions to the problems with showers and report back at the next meeting.
5. Mr Roger Carlisle of Future Ergonomics made a presentation on *How to Increase Productivity the Ergonomic Way*.

Mr Carlisle emphasised the importance of:

- good lighting
- a well designed work station that avoided neck, back and arm strain
- designing work practices for ‘desk bound’ workers so that they incorporate the need for people to get up from where they are working and move around at regular intervals.

Members of the committee decided that this issue should be further discussed at our next meeting.

*Action:* All committee members to observe the design of work stations and work practices in their area with a view to making positive and cost-effective suggestions for improvement at the next meeting.

*Date and time of next meeting:* 25/05/00 at 10.30am in the training room