



## ACFR WHS COMMITTEE MEETING MINUTES

**2024/04**

**TUESDAY 13TH AUGUST 2024**

**Location:** J04 Rose Street Building, Conference Room, Room 208 or Via Zoom

Meeting ID: 815 7513 9255

**Members:** Ian Manchester (IM) (Chairperson), Graham Brooker (GB), Mitch Bryson (MB), Jason Webb (JW), David Hickling (DHi), Guodong Shi (GS), Javier Martinez (JM), Donald Dansereau (DD), Stefan Williams (SWi), Bridget de Pelleport (BdP), Matthew Geier (MG), Jeremy Randle (JR), Keiran Parker (KP), Viorela Ila (VI), Jack Naylor (JN), Annette Karydis, (AK), Stewart Worrall (SWo), Salah Sukkarieh (SS)

**Other Attendees:** Vanessa Davie (VD), Anji Head, Zahra Cassam Sulliman

**Apologies:** Alex Lowe (AL), Lachlan Toohey (LT), Khalid Rafique (KR), (AK), Steven Marker (SM), Andrew Hill (AH),

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### MINUTES

#	Time	Items	Presenter	Paper
1	5 min	<b>Welcome and apologies</b>	Chair Relevant attendee	
		<b>Health, safety &amp; wellbeing moment / share</b>  VD – There has been a spillage of mercury in J11. Is there any mercury in use in ACFR? There will be communications following concerning this incident.		
2	5 min	<b>Previous minutes are approved</b>	Chair	
3	5 min	<b>Safety Action Plan 2024</b>  A few reminders:  Psychosocial survey to close next Friday and more participation is needed.  If you're having any desk setup issues, you can do a self-assessment. There's a link online to do that and then health support can come and help you.  Making sure we're reporting all our spills, any facilities issues, our lighting issues and housekeeping. This was one of the things that we identified was an issue for us in all our areas.	VD	



		<p>Items completed:</p> <ul style="list-style-type: none"> <li>guarding is installed and maintained on equipment where guarding is practicable</li> <li>only trained and competent staff are permitted to use plant and equipment</li> <li>mobile plant have warning devices installed for when in use (eg. lights, alarms)</li> </ul>		
<b>4</b>	10 min	<p><b>Health and Wellbeing</b> ACFR had a recent morning tea and a pushup challenge by Tara Bartlett to raise funds for mental health.</p> <p>It was suggested that we need some postdoc-centric activities to try to build a bit more community there</p> <p>There is a training course online called <i>Managing mental health for people leaders</i> and that's for anyone who's a manager and anyone who is course coordinator. It is a two-part module. The first part is self-paced. It takes an hour and then there's the 2nd module which is facilitated by someone from the wellbeing team.</p> <p>The training is mandatory for managers and course coordinators, with a goal of 30% completion by the end of the year</p>		
<b>5</b>	5 min	<p><b>Incidents</b></p>		
<b>6</b>	5 min	<p><b>Notifications.</b> AK - The owner of J19 has decided to sell the building. That doesn't immediately impact anything because we have a lease there until 2028 but there will be some inconvenience with the Real Estate Agents conducted inspections and photography etc.</p> <p>JM – There will be a slight change in procedure of inductions in J19 workshop. Once someone has been inducted they will be supervised for the first couple of jobs to assess competency.</p> <p><b>Refurbishment and Office Relocations in J04</b> Mention of the possibility of using offices in other buildings and the challenges of noise and access. AK - plans to check with Kirsty about available offices and the logistics of the refurbishment. Perhaps the need for a booking system and discussion about the challenges of meeting rooms and offices.</p>		
<b>7</b>	10 min	<p><b>Trips (field trips; site inspections, trials etc)</b></p>	H&S Team Chair	



		AUV Group: testing at Sims Perhaps testing in Tonga later in the year  AG Group: ongoing RFS testing  RTCMA Group: Taking DIPPeR to Utah TBC  ITS Group:  UAV: Marulan ongoing		
8	5 min	<b>Review of incidents and hazards</b>  <u>The SSB worksite</u> MB - the excavators that are operating on this side of the building, are very close to the brick wall. This means it is in close proximity to people's offices, who sit on the ground floor, who are next to the window, and the excavator head itself is quite small. This could be a potential danger. An email to VD will be sent with some of these details and the examples of what's happening, and VD will talk to the partner	H&S Team	
9 <b>Other Agenda Items:</b>				
<b><u>Annually</u></b> <ul style="list-style-type: none"><li>• <b>Training and induction review</b></li><li>• <b>WHS performance review</b> incl. hazard/incident reporting and lead indicator reporting</li></ul>		<b><u>As required</u></b> <ul style="list-style-type: none"><li>• <b>SMS Audit</b> incl. review of actions and progress</li><li>• <b>Other business</b> related to WHS</li></ul>		
NEXT MEETING: 12PM 08 OCTOBER 2024				