Minutes of the meeting held on Monday 27 April

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

Apologies: none

Chair: Yo Mondon

Note taker: Bill Martin

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 carpark safety was agreed to:

   3.1 repair of the stair rail at the street entrance
   3.2 installation of a light at the corner near the back entrance to the building
   3.3 relocation of the large waste disposal bin to the south-west corner and placement against the fence
   3.4 resurfacing of the area near the cafeteria
   3.5 installation of lights around the perimeter.

4. Vanitha reported that 60% of staff took advantage of the voluntary lunchtime exercise program during the past three 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. 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.

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 workstation that prevented 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 the next meeting.

**Action:** All committee members to observe the design of workstations 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 May at 10.30 am in the training room