

**THE UNIVERSITY OF NEWCASTLE  
UNIVERSITY HEALTH AND SAFETY COMMITTEE**

Record of the meeting of the **University Health and Safety Committee** held at 10.00am Thursday, 5 June 2014 in the PVC Board Room, Administration Building, Central Coast Campus.

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**PRESENT**

*Chair*

Ms Sandra Heiner Elected Representative, Ourimbah Campus (*Outgoing Chair*)

*Elected Staff Representatives*

Mr Barry Nancarrow - Deputy Chair Faculty of Education and Arts

Mr Andrew Evans Faculty of Science and Information Technology (*Newly appointed Chair*)

Dr John Fitter Faculty of Health and Medicine

Dr Shaun Manning Faculty of Engineering and Built Environment

Ms Renee Chambers Academic and International and Advancement Divisions

*Employer Representatives Nominated by the Vice-Chancellor*

Dr Stephanie Brookman Deputy Academic Registrar, University Health Services

Dr John Fitter Chair of the Chemical and Radiation Technical Committee  
(\* Dr Fitter is also the staff representative of the Faculty of Health and Medicine).

Dr Stephanie Brookman Deputy Academic Registrar and Director University Health Service

Ms Tina Crawford For Ms Sharon Champness, Director People and Workforce Strategy

Ms Leah Gabolinscy For Dr Alan Tracy, Director, Infrastructure Facilities Services

**APOLOGIES**

Professor Christopher Grof Chair, Institutional Biosafety Committee

Mr Alan Tracy Director, Infrastructure Facilities Services

Ms Sharon Champness Director People and Workforce Strategy

Ms Bronwyn Green Faculty of Business and Law Safety Committee

**BY INVITATION OF THE CHAIR**

Mr Andrew Sargent Organisational Resilience Officer

Ms Renee Butcher For Mr Chris Kelleher, Acting CEO, Newcastle Innovation

Ms Donna Edwards UoN Services - Work Health and Safety Committee

Mr Jamie Daniluck Head of Security and Chair, Residential Precinct Safety and Security Working Party

Mr Neill Bourne Acting Associate Director, Health and Safety

Mr Dylan Mitchell Senior Safety Officer

**IN ATTENDANCE**

Ms Shirley Sorensen Minutes Secretary, Secretariat, Council Services and Chancellery

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**SECTION ONE: COMMITTEE MATTERS**

**APOLOGIES:** Apologies were noted.

**1.0 RECORD OF THE LAST MEETING AND OUTSTANDING ACTIONS**

**1.1** The Notes from the UHS Committee meeting of 3 April 2014 were confirmed.

**1.2** Outstanding Actions from the UHS Committee meeting of 3 April 2014 were considered and updated.

## **2.0 MEMBERSHIP AND TRAINING OF THE UHS COMMITTEE**

### **2.1 Training Matters**

Mr Neill Bourne, Acting Associate Director Health and Safety, reported that he will contact those members who have not yet completed training to arrange a suitable time for a training session. An update will be provided at the next meeting.

### **2.2 Election of Chair and Deputy Chair**

Nominations, including self-nominations, were called for the election of the Chair and Deputy Chair of the University Health and Safety Committee.

#### ***a. Election of Chair***

Ms Sandra Heiner, elected member from the Ourimbah Campus, nominated Mr Andrew Evans, elected member from the Faculty of Science and Information Technology, to the position of Chair. Mr Evans accepted the nomination. There were no other nominations proposed by the members.

The members unanimously elected Mr Evans to the position of Chair for a 12 month term of office from 5 June 2014 to 4 June 2015.

The Committee and the newly elected Chair agreed that the retiring Chair, Ms Sandra Heiner would preside over the remaining proceedings of this meeting.

#### ***b. Election of Deputy Chair***

Mr Andrew Evans, elected member from the Faculty of Science and Information Technology, nominated Ms Sandra Heiner, elected member from the Ourimbah Campus, to the position of Deputy Chair. Ms Heiner accepted the nomination. There were no other nominations proposed by the members.

The members unanimously elected Ms Heiner to the position of Deputy Chair for a 12 month term of office from 5 June 2014 to 4 June 2015.

The Committee warmly thanked Ms Heiner for her contribution as Chair over the last three years.

## **SECTION TWO: BUSINESS ARISING**

### **3.0 COMMITTEE MATTERS**

There were no matters raised.

### **4.0 POLICY AND PROCEDURE MATTERS**

#### **4.1 Smoke Free Environment Policy ( Doc UHSC14:053)**

Mr Dylan Mitchell, Senior Safety Officer, spoke to the proposed amendments to the policy. The draft policy has been circulated to other stakeholders for comment, including the Legal Unit, with comments included on the document provided to the Committee. Common areas of concern have been raised in relation to the scope of breaches, the policing of the policy and the roles of supervisors.

Mr Mitchell has met with Professor John Germov, Pro Vice Chancellor Education and Arts and Future Workforce Plan Convenor, and researcher Dr Billie Bonevski, Faculty of Health and Medicine, to discuss the potential for research activities around the Smoke Free Environment project with possible publications in relation to the implementation.

The Committee noted that following Phase 1 (Implementation) of the project, a review of the processes will be undertaken to gather data on the what worked well and what processes should be further developed. Phase 2 (actions beyond 2014) will be informed by this data.

Mr Neill Bourne reported that signage has been designed and suitable locations identified. He will distribute the proposed designs for the signage developed by the Health and Safety unit to the Committee.

Ms Leah Gabolinscy, Associate Director, Infrastructure Facilities Services, undertook to take on notice the matters in relation to the signage to support the project, including funding, and will liaise with Mr Bourne.

The Committee considered communication strategies to promote the initiative, including use of electronic signage at the main campus entrances and the possibility of external publicity (with assistance from the Marketing and Public Relations office).

Mr Bourne will provide a brief report to Pro Vice-Chancellors and Heads of Schools for their information about the project.

The University Health and Safety Committee commended the progress on the development of the Smoke Free Environment Policy, and requested members to provide feedback directly to Mr Mitchell in the Health and Safety Unit.

**Actions:**

- UHSC to provide feedback on draft Smoke Free Environment policy to Dylan Mitchell, Senior Safety Officer
- Neill Bourne to distribute proposed signage designs to UHSC
- Neill Bourne and Leah Gabolinscy to liaise on matters in relation to the signage, including funding.
- Neill Bourne to provide brief report to PVC's and Heads of Schools about the project.

**4.2 Review of University Health and Safety Committee Constitution (Doc UHSC14:052)**

This review was requested by the Chair of the UHSC.

Dylan Mitchell, spoke to proposed revisions University Health and Safety Committee Constitution (Doc UHSC14:052), noting the need for some areas to be updated including membership and attendance matters.

He addressed the notion of Health and Safety Representatives (HSRs) in Section 3.2 of the Constitution, as described in the *Work Health and Safety Act* and *Regulations*, noting that the University does not have these per se, and that no responses had been received from Faculties and other workplaces across the University requesting them. Elected members are able to undertake the broad responsibilities of this role with the exception of issuing notices and stop work orders.

Mr Bourne undertook to benchmark whether other universities have adopted Health and Safety Representatives as defined in the legislation. It was suggested that most organisations have placed confidence in the establishment of health and safety committees, rather than HSRs.

**Actions**

- Dylan Mitchell to seek feedback on UHSC Constitution from members
- Neill Bourne to benchmark other universities on the adoption of Health and Safety Representatives.

**4.3 Safety Review Form – Update to form and procedures (Doc UHSC14:048)**

Dylan Mitchell reported that the revised "Safety Review Form":

- had been progressively developed to consolidate a number of separate forms into one single document.
- relates to any University activity (which is not an activity of Infrastructure and Facilities Services (IFS) unless it is applicable for use in relation to an IFS activity).
- was developed in consultation with Risk Services to more closely align with their definitions of risk and their risk matrix, and contained improved definitions to assist the rating process.
- has been closely reviewed by the Institutional BioSafety Committee and the Chemical and Radiation Technical Committee.

The concept of the consolidated form was strongly supported, but it was suggested that it must be supported by a credible ChemWatch data base.

The Committee were reminded to be mindful that if any hazards related to a Permit to Work system, then this activity needs to be highlighted. Mr Mitchell undertook to review a section of the proposed form to capture this.

The Committee noted that a Risk Assessment Library is in progress, and a report will be provided to the next meeting by the Health and Safety unit.

The UHSC endorsed the form, subject to amendments highlighted in the meeting being made.

#### **Action**

- Dylan Mitchell to liaise with IFS to include Permit to Work System within the form

## **5.0 MATTERS RAISED BY FACULTY/DIVISIONAL HEALTH and SAFETY COMMITTEES**

No matters were raised by the Faculty and Divisional Health and Safety Committees which outline issues for escalation or immediate attention for the UHS Committee's consideration.

## **SECTION THREE: REPORTS**

### **6.0 STANDING REPORTS**

#### **6.1 Report of the Associate Director, Health and Safety (Doc UHSC14:051)**

Mr Neill Bourne, acting Associate Director, Health and Safety spoke to his report, noting that:

- There have been no new University WorkCover reportable incidents following the "near miss" deep cycle battery explosion incident reported to the last meeting.
- A significant number of staff are yet to complete the online health and safety inductions. A report will be provided to the Executive Committee next week. A reminder will be sent directly to those who have yet to complete the training.

The Committee noted concerns raised by members that the University change-over to the new website created difficulties in searching for the Health and Safety Induction , suggesting that staff cannot complete the form if they cannot locate it. Members were encouraged to report any issues with locating documents on the web directly to Human Resource Services or Health and Safety.

- The current lost time injury frequency rate has improved against the rate experience by the University in the same period last year.

#### **Action**

- Members to report any issues in locating documents or completing the H&S Induction to Human Resource Services / Health and Safety.

#### **6.2 Report of the Director, Infrastructure and Facilities Services**

Ms Leah Gabolinscy, was in attendance on behalf of the Director, Infrastructure and Facilities Services. She reported that:

- three Precinct Manager positions have been created – at the Central Coast, Callaghan and City campuses respectively. The role will enable a single point of contact, with a view to effectively managing short and long term solutions to infrastructure related needs. Mr Adam Masterson has been appointed to the Central Coast position, with recruitment for the other two positions underway. The scope of the Precinct Manager may also be developed to address some needs of the John Hunter laboratories.
- In response to a matter raised in the meeting, Ms Gabolinscy clarified that the stores and mail room teams had been brought together to provide efficiencies as part of the Facilities

Management review, and reduce duplication of effort. No changes had been brought to the stores function, nor to the level of service. The supply chain involves the stores function, with 20% of suppliers making up 80% of activities. As an example, the option of suppliers making direct deliveries to workplaces is under consideration.

- An outsourced infrastructure and facility maintenance contracting model has been adopted by the University. This proposal was considered by the Executive Committee, the Strategic Development Committee and the University Council.

Benefits of the single head contractor model include a documented Health and Safety system with a risk based approach to inform decision making. The new approach should provide a scale of economy and assistance maintenance costs, offering a quick response time from contractors. The University will monitor activities. The model will be underpinned by the creation of an asset management process and the development of standards by the University for a consistent approach.

### **6.3 Healthy University Steering Committee Notes of meeting held on 19 March 2014 (Doc UHSC14:036)**

Dr Stephanie Brookman spoke to the report, noting the success of the University's Health Fair on 4 June 2014.

The Mental Health Strategy initiative developed by the University continues to be progressed. There has been overwhelming response by the sector to embrace a Universities Mental Health Day on 8 October 2014, within the national Mental Health Week.

## **7.0 REPORTS FROM THE CHEMICAL/ RADIATION TECHNICAL COMMITTEE AND THE INSTITUTIONAL BIOSAFETY COMMITTEE**

### **7.1 The Chemical/Radiation Technical Committee (Doc UHSC14:050).**

Dr John Fitter spoke to the report. He noted that a build-up of chemicals has been identified, including uranyl acetate (a uranium product) which must be reported and registered/licenced.

The facilities at HMRI are currently being assessed, which will be assisted by the new Safety Review form.

### **7.2 The Institutional Biosafety Committee**

The report provided with the agenda papers (Doc UHSC14:049) was taken as read.

## **8.0 FACULTY/ DIVISIONAL HEALTH and SAFETY COMMITTEES**

### **8.1 Faculty/ Divisional Safety Committee Reports**

The UHS Committee was asked to consider the reports from the Faculty and Divisional Health and Safety Committees. Elected members who were present provided a brief verbal report on activities.

#### **8.1.1 Faculty of Business and Law Health and Safety Committee**

The minutes and report of meeting held on 15 May 2014 provided with the agenda papers were taken as read (Doc UHSC14:037 and UHSC14:038)

#### **8.1.2 Faculty of Education and Arts Health and Safety Committee**

Dr Barry Nancarrow reported there were no updates to the minutes and a report of meeting held on 31 March 2014 provided with the agenda papers (Doc UHSC14:039 and UNSC14:040).

#### **8.1.3 Faculty of Engineering and Built Environment Health and Safety Committee**

Dr Shaun Manning reported that the Faculty of Engineering and Built Environment Health

and Safety Committee met on 4 June 2014. The FEBE committee considered a number of activities including, inductions, risk assessment, and evacuation procedures.

It has been identified that although Laboratory Managers' responsibilities include health and safety functions, there is no process currently in place to check their health and safety training and/or experience in these areas.

#### **8.1.4 Faculty of Health and Medicine, Health and Safety Committee**

Minutes of meeting held on 15 April 2014 (Doc UHSC14:041) were provided with the agenda papers. Dr John Fitter reported that :

- the air conditioning in the Biochemical Laboratory is an issue, causing safety glasses to fog up and exposed people to a potential contamination hazard if they take them off to wipe them. This should also be recognized for serious consideration in new buildings with air conditioning.
- there have been delays to the installation of security swipe card devices for access to laboratories. Mr Jamie Daniluck, Residential Precinct Safety and Security Working Party, requested Dr Fitter to contact him directly to address the issues, as he had understood that all PCP2 Laboratories had been completed.

#### **8.1.5 Faculty of Science and IT Health and Safety Committee**

Mr Andrew Evans reported that there were no updates to the minutes and a report of meeting held on 14 May 2014 provided with the agenda papers (Doc UHSC14:042 and UHSC14:043).

#### **8.1.6 University Resources, Vice-Chancellor's, Research (Administration) Health and Safety Committee**

A report was not provided as the last safety Committee meeting was held prior to the UHSC meeting of 5 June 2014.

#### **8.1.7 Academic and International Advancement Division Health and Safety Committee**

A report was not provided for the meeting scheduled for 23 May 2014. Ms Renee Chambers indicated there were no matters for the UHSC.

#### **8.1.8 Ourimbah Campus Health and Safety Committee**

The minutes and a report of meeting held on 27 May 2014 were distributed with the agenda papers (Doc UHSC14:046 and UHSC14:047).

Ms Sandra Heiner highlighted the health and safety newsletter distributed to all staff on the Ourimbah campus.

## **SECTION FOUR: OTHER BUSINESS**

### **9.0 ANY OTHER BUSINESS**

#### **9.1 Emergency Planning Committee (Doc UHSC14:044)**

Mr Andrew Sargent, Organisation Resilience Officer, reported that the emergency management exercise to take place this afternoon at the Ourimbah campus will provide experience in different situations which can assess responses. He noted that exercise can be tested more broadly across the University and invited Faculty health and safety committees to contact him to explore opportunities.

Mr Sargent informed the Committee that the Emergency Procedures brochure will be updated and distributed at the commencement of Semester 2. The symbols have been revised to avoid confusion, and the Ourimbah campus emergency telephone numbers will be updated for clarity.

Dr John Fitter noted that HMRI has finished a separate emergency manual and have completed the required training. The UHSC noted that multiple campuses often means that staff are exposed to a number of separate procedures.

## **9.2 UON Safety and Security Consultative Committee**

No report.

## **9.3 UoN Services, Newcastle Innovation, and Residential Precinct Safety and Security Committee**

### ***UoN Services***

The minutes of UON Services Work Health and Safety Committee meeting held on 5 May 2014 were provided with the agenda papers (Doc UHSC14:045). Ms Donna Edwards, UoN Services, reported that the WHS Committee was focusing on training for wardens, noting the recent staff turnovers. Staff are being actively engaged in health and safety matters. Progress is continuing on the workplace inspections.

### ***Newcastle Innovation***

Renee Butcher, Newcastle Innovation, reported that there were no updates for the Committee.

### ***Residential Precinct Safety and Security Working Party***

Mr Jamie Daniluck reported that:

- the new University shuttle bus will be commissioned next week. This will be supported by new signage next week.
- CCTV has not yet been commissioned, as there is some variation being developed in consultation with the NSW Police.
- There was great success with a Police vs International Students soccer even held recently. 60 University students and 90 ELICOS students participated, with the Newcastle Herald and SBS television covering the event as a good news story. See <http://vimeo.com/97900191>
- Security Services has been interviewed by Yak TV (the University's student media channel) offering tips to ensure a happy and safe experience on campus. It can be viewed at <http://www.youtube.com/watch?v=mCi3pWFoTw4>

## **10.0 NEXT MEETING**

- 10.1** Members will note that the next meeting will be held on 14 August 2014, with papers due for distribution on 7 August 2014.

Confirmed

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**Mr Andrew Evans, Chair**

**Date**