

## Associate Director Health and Safety

### Report to University H&S Committee

### January 2014

#### 1. Emergency Management and Evacuation Warden information

The following table lists the current vacancies for Emergency Wardens.

Building		Recommended #	Gap	Faculty/Division
Architecture	A - ADS	2	1	Eng & Built
AOB - L2	AOB	1	1	Art and Ed
Aviation	AV	3	1	Sc & IT
Aviation	AV	3	1	Eng & Built
Glass House	BGH	1	1	Sc & IT
Ceramics	CE	2	1	Art and Ed
Drama	Drama	2	1	Art and Ed
EA	EA	3	1	Eng & Built
ED	ED	4	1	Eng & Built
Life Sciences	LS	8	1	Health
Mater	Mater	2	1	Health
Newbolds L	NL	2	1	Eng & Built
Services	SER	4	1	Resources
Behavioural Sciences	W	6	1	Research
Biology	B	3	2	Sc & IT
EF	EF	4	2	Eng & Built
Gallery Studio	GS	2	2	Art and Ed
Maths	V	5	2	Sc & IT
ATC/CW	ATC	5	3	Eng & Built
ES	ES	5	3	Eng & Built
General Purpose	GP	4	3	Allied
Hunter /Bowman / Intl	H (Huxley)	20	5	A&GR
Social Sciences	SRR	10	5	Sc & IT
Student Resources	SC	14	8	VC's / Resources

#### 2. Incident follow up. (WorkCover Reportable and other high risk)

There have been no WorkCover reportable incidents since those last reported to the Committee in December 2013.

The Health and Safety Team are currently preparing Health and Safety Performance Data for 2013 including summary data for reported incidents across the year, and other metrics relating to the Institutional KPI for LTIFR (Key Performance Indicator for Lost Time Injury Frequency Rate).

### 3. Committee Membership and Training

The H&S team have presented Work Health and Safety Legislation and Consultation training sessions (focussing on the role and requirements of H&S committees) to the following Committees in 2013: Ourimbah; Faculty of Health and Medicine; Faculty of Business and Law; Faculty of Education and Arts; Faculty of Science and IT; University Resources, Vice-Chancellor's and Research and Innovation Divisions; Academic, and International and Advancement, Divisions. Training for the Faculty of Engineering and Built Environment and will be scheduled early in 2014.

### 4. Health and Safety Team action items

There are no outstanding actions for the Health and Safety team. Some ongoing items from 2013 will be carried over in to 2014.

### 5. Health and Safety Key Projects and Strategic Initiatives

#### • The Health and Safety Induction

Current records show that 2327 staff have completed the Induction module and this equates to a percentage of approximately 74% of all staff (including casuals). The Health and Safety team will consider how the requirement to complete this training can be communicated better and reinforced.

The HR Information Systems is now able to retrieve a report which will be provided to schools and work groups with the lists of people who are yet to complete the training.

#### • Respectful and Collaborative Workplace

The 20 November edition of 'In the Loop' included an article about the NeW Directions Future Workforce Plan: Promoting a respectful and collaborative workplace culture. This coincided with the publication of the [Promoting a Respectful & Collaborative Workplace: Resolving Workplace Concerns or Conflict Procedure](#) to the Policy Library and the following two web locations:

- [Health and Safety webpage under "Working Safely"](#)
- [HR Manager's Toolkit webpage under "Managing Staff"](#)

The procedure includes the goal of early identification, intervention and management of conflict and concerns within work teams and between individuals.

#### • Safety and Security Reminder – In the Loop article 12 February 2014

The Health and Safety Team have been working with Security Services to draft a Safety and Security Reminder article for In the Loop Edition 1 – 12 February 2014. The article content has been included below as Appendix 1 to this report. Please take the time to read through this, and alert others to read the article when In the Loop is published.

#### • Healthy UoN – Smoke Free University Initiative

The Health and Safety Team have been working with a number of key stakeholders in the development of an implementation plan and communication timeline to support this initiative. The plan includes a broad communication and promotion strategy that, in working toward a smoke free University, there will be an initial phase that includes defined smoking areas for each campus, commencing on 1 July 2014. Following a review of this first phase the options for progressing to completely smoke-free campuses will be explored.

**RECOMMENDATION:**

*that the University Health and Safety Committee note the Health and Safety Report (Doc:UHSC14:001).*

Neill Bourne

Associate Director (Acting) Health and Safety

30<sup>th</sup> January 2014

## **Appendix 1: Draft In the Loop Article for Edition 1 – 12 Feb**

### **Important Safety and Security Advice**

Dear colleagues,

As we approach the beginning of the busy Semester based teaching period, please take a moment to read through these reminders which can assist you in ensuring the safety and security of yourself and others in the University environment.

1. **Online Health and Safety Induction:** All staff should ensure that they have completed the Online Health and Safety Induction available via this link (If you have not completed this within the last 18 months. Only 20 - 30 minutes is required in order to complete it):

2. <http://www.newcastle.edu.au/service/health-safety/health-safety-support/ohs-induction.html>

Supervisors should direct new staff (including casuals) to complete this also and should be covering off key safety and security information during staff inductions (while Academic staff should also ensure that students are aware of important safety and security information where appropriate).

**Evacuations and alarms:** All staff should be aware that if an alarm is sounding in your building you should calmly evacuate the building, do not enter a building which is sounding an alarm, and do not re-enter the building until advised to do so by Emergency Wardens (wearing red or yellow hard hats and vests) or Security Services. Supervising academic staff should ensure that they make their students aware of the need to evacuate when an alarm sounds. [Weblink to Emergency and Security information and videos.](#)

**Personal Security:** Our campus environments, like any large settings with lots of people, do unfortunately present opportunities for crime to occur. While the rate of incidents occurring is extremely low, the following precautions will assist you in ensuring that you are less at risk.

- Make sure that you do not leave valuables or personal items on desks, lock these items away.
- If you leave your office or lab, make sure the room is secured.

- If you notice suspicious activity or persons, report the incident immediately to Security Services 02 49215888 (Callaghan) 02 43484222 (Ourimbah) 0412595054 (Port Macquarie).
- If you require an escort to your vehicle you can call security who will assist you with this.
- Familiarise yourself with the information regarding the [free shuttle bus services](#) available on campus and the location of emergency phones at [Callaghan](#) and [Ourimbah](#).
- If there is an emergency please follow the instructions of Security Services and Emergency Wardens.
- Take the time to read through all of the [Safety and Security information available here](#)

**Hazards: What can you do if you spot a hazard?** If you spot a hazard, you should control it, if it is possible to do so safely. If you think the hazard poses an immediate threat, then isolate the area, contact Security Services and complete the *hazard report* through the [Online Incident Reporting system](#).

If the hazard is not immediately threatening, you should still submit a *hazard report* through the [Online Incident Reporting system](#), and also submit a maintenance request via [Maximo](#) noting "Health and Safety issue" if Infrastructure and Facilities Services need to fix the issue.

Reporting hazards in this way will notify the Health and Safety Team who can then follow-up and monitor trends (for example ongoing spill hazards in an area may relate to a building or plumbing leak which requires maintenance). Your actions may prevent another person being injured.

**[Contact the Health and Safety Team for more advice and information](#)**

**University Occupational Health and Safety Committee**  
**Report of the Director, Infrastructure and Facilities Services**

**January 2014**

**Purpose**

The purpose of this report is to provide the University Occupational Health and Safety Committee with an update on current matters within the responsibility of IFS, and a response to issues raised in the previous meeting(s) of the Committee.

**Outstanding Actions**

Alan Tracey will be the representative of IFS at the UHSC until further advice. Due to the retirement of Peter Lloyd a new Associate Director of Operations has been appointed and will commence with IFS on the 3<sup>rd</sup> February.

**Issues and Recent Events**

No Health and Safety issues have occurred since the last meeting.

**Other Matters**

IFS have drafted a new Permit to Work. This drop-down form will be available to contractors via the University website once approved.

IFS have undertaken a preventative wet-clean of all office and teaching spaces within the McMullin building.

**Recommendation**

That the Committee:

- (i) *notes the report of Infrastructure and Facilities Services .*

**Alan Tracey**

**Director, Infrastructure and Facilities Services**

**31<sup>st</sup> January 2014**



## THE UNIVERSITY OF NEWCASTLE HEALTHY UNIVERSITY STEERING COMMITTEE

Notes of the meeting of the **Healthy University Steering Committee** held at 3.00pm  
Wednesday, 20 November 2013 in the Canberra Room, The Chancellery.

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### **PRESENT:**

Dr. Stephanie Brookman (Chair), Deputy Academic Registrar, Health & Wellbeing and  
Medical Director, University Health Service  
Ms. Tina Crawford, Associate Director, Health & Safety  
Ms. Diane Bunch, Safety and Wellbeing Adviser, Health & Safety  
Mr. Dylan Mitchell, Senior Safety Officer, Health & Safety  
Ms. Teresa Dluzewska, Senior Counsellor, University Health Service  
Ms. Michelle Nunn, Residential Life Manager, Accommodation Services  
Ms. Susannah Lynch, Manager Marketing, Engagement & Sponsorship, UoN Services  
Mr. Grant Morgan, President, NUPSA  
Miss Jessica Sullivan, Marketing and Public Relations  
Mr. Luke Halvorsen, Executive Officer, The Wollotuka Institute  
Mr. Neill Bourne, Associate Director (Acting), Health & Safety  
Mr. Chris May, Project Officer, Human Resources Officer  
Ms. Leah Pringle, Human Resource Services

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### **APOLOGIES & WELCOME**

Natalie Holmes, Project Officer, Planning, Quality & Reporting  
Dianne Kirby, Counsellor, University Counselling Service  
Dr. Jennifer Allen, Dean of Students  
Rose Gosper, President, NUSA

### **1.0 Committee matters:**

**1.1** The notes of the previous meeting were confirmed with amendments.

**1.2 Outstanding actions:**

- 1.2.1** Action 22: Note from all Working Group meetings – ongoing and a few more have been coming in.
- 1.2.2** Action 25: Support systems and resources for those accused of bullying – completed.
- 1.2.3** Action 26: Audit of sharps disposal units across the University and who services them? As Peter Lloyd has retired the Steering Committee does not currently have a representative from Infrastructure and Facilities Services, once this issue has been addressed this action will be re-allocated.

### **2.0 BUSINESS ARISING**

**2.1 Smoke free campus:**

Neill Bourne introduced Chris May who has been appointed to work as Project Officer to research and progress this initiative. Chris outlined the work he has undertaken so far to located evidence based practice and prepare a detailed project plan to clarify context and parameters, including what has been done elsewhere in achieving smoke free university campuses and the key steps in the project plan, issues outlined include: Disciplinary and enforcement processes need to be considered and decided; legislative controls available and anticipated legislative changes; awareness raising and

cultural change; signage and safety implications. Chris provided a Callaghan campus map with suggested areas to be allocated for smoking. It is recognised that there are a number of areas/venues that will pose additional problems, such as the Great Hall, the Griffith Duncan Theatre, Bar on the Hill and the Brennan Room as these are social and events venues and are frequented by general members of the public.

There was discussion concerning the risk posed to those who may confront smokers, but agreed there is no expectation that employees will be required to approach smokers.

Recommendations and options for consultation and communication were outlined: *Infrastructure and Facilities Services* will be involved regarding signage and information will be disseminated by the Health and Safety Team through the various University/Faculty/Divisional Health and Safety Committees. What support will be provided to assist everyone with the process, such as Quit information and nicotine replacement products and that NUPSA and NUSA to be involved in the student consultation process.

It was agreed that a positive promotional campaign was required and that ideally the first communications should be issued before the Christmas closedown period:

**ACTION 32:** Please forward any ideas and examples for marketing and promotion to Jessica Sullivan to assist with developing a promotional campaign.

An evaluation process is required to gather evidence and evaluate the process and the outcomes.

## **2.2 Literature Review**

It was reported that the literature review for student based activities is well underway and Professor Ron Plotnikoff will attend next month's meeting to discuss further and provide an update.

## **2.3 Calendar of events**

This is ongoing and a focus of the Health Promotions Group.

# **3.0 Reports**

## **3.1 Psychological Health Group**

Dr Brookman circulated *Concerning Behaviour – Advice and Response Contacts*, a list of organisations and contacts to assist front line staff who may identify concerning behaviour in others. It is based on a Monash Model and will be distributed to front line staff, including libraries.

## **3.2 Organisational Health Group**

The notes from the previous meeting have been circulated. Main project involves promoting and rolling out the Promoting a Respectful and Collaborative Workplace Policy/Procedure and communications. This has been communicated via In the Loop and on the web, an email to Supervisors and Human Resources Officers have been briefed. The student focused and complaints component are still in progress and will be completed early next year, hopefully February.

## **3.3 Research and Evaluation Group**

In Dr Allen's absence Dr Brookman reported that the Group continues to struggle, mainly due to the lack of research funding, this situation needs to be



explored further and possibly discussed with John Germov: one suggestion was Centre for Teaching and Learning Grants.

### **3.4 Health Promotions Group**

The next meeting is scheduled for next week. It was reported that Natalie Holmes has joined the Group to help evaluate programmes and that questions are going to be included in the Student Survey.

### **3.5 University Committee on Environmental sustainability (UCES)**

Due to the retirement of Peter Lloyd the Steering Committee no longer has a representative from the UCES (see point 4.2 below).

## **4.0 OTHER BUSINESS**

### **4.1 Dates for 2014 meetings**

Leah Pringle established that all members present have now transferred to the new Outlook email system so that the invites can be sent out for next year's meetings.

### **4.2 Health University Steering Committee membership**

Due to the retirement of Peter Lloyd a new member will be sought from Infrastructure and Facilities Services.

**ACTION 33:** Dr Brookman will contact Alan Tracey, Director, Infrastructure and Facilities Services to either join the Steering Committee or nominate another representative from the area.

### **4.3 NUPSA membership**

Grant Morgan reported that there is a new President of NUPSA, Erin Boulton, there is also a new President for NUSA, name to be confirmed.

### **4.4 Showcase for 2014**

Dr Brookman suggested the possibility of running a Showcase at the end of 2014, such as a Health and Wellbeing Conference or similar: This would be an opportunity to highlight achievements and promote the work the Committee undertakes, including presenting research outcomes and networking. While it was agreed that this was a great idea, it would involve a great deal of work and organising.

## **NEXT MEETING**

There being no further business, the meeting closed at approximately 4:10 pm. Next meeting scheduled for 11 December 2014 in the Committee Room, The Chancellery.

### **Dates for 2014 meetings:**

January 15	November 19
February 19	December 17
March 19	
April 16	
May 21	
June 18	
July 16	
August 20	
September 17	
October 15	

The University of Newcastle Healthy University Steering Committee Outstanding Actions List 2013						
Item No.	Meeting Date	Minute Item No.	Action Item	Responsible person	Timeline/ due date	Notes/ Status
11	16/1/13	3.5.1	Steering C'ttee members to identify further initiatives/activities undertaken or planned, especially from student perspective for inclusion in Audit list document	C'ttee members	Ongoing	Ongoing
22	17/04/13	3.3	Notes from all Working Group meetings to be sent through to Leah Pringle.	Note taker from each Working Group	After each meeting	Ongoing
23	15/05/13	2.3	All Committee members to please complete the Healthy Universities Self-review tool. This data will be collated for future discussion.	All members	Next meeting – 17/07/13	Further discussion next meeting
26	19/06/13	4.2	Audit of sharps disposal units across the University and report on who services these units	TBC		Deferred
31	18/09/13	4.5	All members asked to bring along their events and ideas to be included in the calendar of events for 2014	All members		Ongoing
32	20/11/13	2.1	Ideas and examples for marketing and promotion to be sent to Jessica Sullivan to assist with developing a promotional campaign	Chris Mays & any members with info		
33	20/11/13	4.2	Dr Brookman will contact Alan Tracey, Director, Infrastructure and Facilities Services to either join the Steering Committee or nominate another representative from the area	Stephanie Brookman	11/12/2013	

**UoN Healthy University Steering Committee COMPLETED Actions List**

The University of Newcastle Healthy University Steering Committee Outstanding Actions List 2013						
Item No.	Meeting Date	Minute Item No.	Action Item	Responsible person	Timeline/ due date	Notes/ Status
1	10/12/12	5.1	Committee to provide any further thoughts/comments on Terms of Reference to Mr Mitchell for finalisation of the Terms of Reference document	Committee/ Dylan Mitchell	16/1/13	Completed
Update 16/1/13			Minor changes to membership, document finalised for submission to EC 4 Feb mtg.			
2		5.2	Mr Mitchell to follow up Prof Gernov's review of Project Proposal, incorporate costs/funding, & recirculate Proposal to Committee for comment	Dylan Mitchell/ Committee	16/1/13	Completed
Update 16/1/13			Project Proposal document finalised for submission to EC 4 Feb meeting			

3		5.3	Mr Mitchell to circulate UON Healthy University Scheme update report for EC to Steering Group for feedback	Dylan Mitchell/ Committee	16/1/13	Completed
Update 16/1/13			Document finalised for submission to EC 4 Feb meeting			
4	10/12/12/	5.3	Chair to circulate membership for Psychological Health Working Group to Committee for review. Also to draft All Staff email & In the Loop article seeking interest in membership of Working Groups	Stephanie Brookman	16/1/13 End January	Completed
Update 20/02/13			First meeting of Psychological Health Working Group held on 5/02/2013. Article seeking interest in membership of Working Groups published in 'In the Loop' issue 2, other methods of disseminating information discussed.			
5	10/12/12	6.1	Mr Mitchell to circulate EC paper (incorporating staff/student health & wellbeing activities audit table) for further input of audit table (to be used as basis for Committee audit) by Committee members	Dylan Mitchell/ Committee	ASAP	Completed
Update 16/1/13			C'tee input rec'd. To remain as "live" working document for ongoing input of initiatives undertaken or planned. Refer to Wellbeing Audit Table.		Ongoing	
6	10/12/12	6.1	To discuss with Mgr., SET team, provision of PowerPoint slide for Program Convenors at student information sessions.	Stephanie Brookman	End January	Completed
Update 16/1/13			Chair discussed issue with Mgr, SET team.		Completed	
7	10/12/12	7	Ms Smith to schedule monthly Committee meetings dates for 2013	Debbie Smith	1/1/2013	Completed
Update 16/1/13			2013 meetings scheduled in Steering Committee members' diaries via Groupwise appointment			
8	16/1/13	3.1	Mr Mitchell to incorporate changes to membership in Terms of Reference document	Dylan Mitchell	16/1/2013	Completed
Update 20/2/13			Documents sent to EC.			
9	16/1/13	3.3	Mr Mitchell to forward update Report on Healthy University Scheme, with accompanying TOR document and Project Proposal, to EC for consideration at 4 Feb Executive Committee meeting	Dylan Mitchell	ASAP	Completed
Update 20/2/13						
10	16/1/13	3.4	i) Chair/Ms Smith to schedule Psychological Health & Health Promotion Working Group meetings within next ¾ weeks ii) Chair to forward All Staff Email to Tina Crawford and Jessica Sullivan for comment in readiness to communicate pending feedback from EC 4 Feb meeting iii) PQR to forward Steering C'tee any Healthy University initiatives incorporated in Faculty/Division Corporate Plans	Chair/Deb Smith  Chair  PQR	ASAP  ASAP  Feb/March	Completed  Completed  Completed
Update 15/05/13			i) Psychological Health & Health Promotion Working Group meetings have been scheduled. ii) ? iii) Philippa has provided.			
12	16/1/13	4.1	Steering Committee members to forward any further comment on Smoke-Free Environment policy to Mr Mitchell	C'tee members	ASAP	Completed
Update 20/3/13			VC has signed off on the draft Smoke-free Environment Policy.			
13	20/02/13	3.1	Obtain a final version of the Healthy UoN paper presented to EC.	Leah Pringle	20/03/13	Completed
Update 20/03/13			Emailed to members 07/03/2013			
14	20/02/13	3.2	Invitation to join Organisational Health Working Group emailed to recommended personnel and units.	Dylan Mitchell	20/03/13	
Update						
15	20/03/13		<b>Compile list of all activities identified so far.</b>	<b>Dylan and Leah</b>		
16	17/04/13	3.4.3	Dr. Brookman to speak with John Germov.	Dr Brookman		Completed
17	17/04/13	3.4.4	Roxana to provide dates for Health Fair in May. Date (08/05/2013) decided and announced.	Roxana		Completed

18	17/04/13	3.4.5	Dr Brookman to contact Peter Lloyd about Chaining 3.4.5 Environmental and Sustainability Working Group	Dr Brookman		Completed
19	20/03/13	3.6	Peter Lloyd has agreed to Chair the Environmental and Sustainability Working Group. All members to send through dates for any of their activities to Dylan to help create a calendar	All members	Moved to item 31	
20	17/04/13	4.2	Dr Brookman to provide Healthy Universities Self-Review Tool to Leah who will distribute it to all members for them to complete for next meeting. Distributed to all Committee Members.	Dr Brookman, Leah and all members		Completed
21	17/04/13	3.2.1	Philippa to distribute latest approved version of UoN Corporate Plan to Committee Members when it becomes available.	Philippa Johnston	15/05/13	Completed
Updated 15/05/13			Same as Action item 11			
23	15/05/13	2.3	All Committee members to please complete the Healthy Universities Self-review tool. This data will be collated for future discussion.	All members	Next meeting – 17/07/13	Further discussion next meeting
24	19/06/13	2.4	Stephanie, Diane and Dylan to meet to prepare Draft Smoke Free Campus paper for EC.	Stephanie, Dylan and Diane		Completed
25	19/06/13	3.2	Dylan to follow up and report on Jenny's question re: support systems and resources for Supervisors/Managers and those accused of bullying.	Dylan	17/07/13	Completed
Update 17/07/13			Dylan reported back to C'ttee on question from previous meeting.			
27	17/07/13	3.5.1	Luke to make enquiries re Tim Silverwood ( <a href="http://timsilverwood.com/">http://timsilverwood.com/</a> ) to talk at a University event re excessive use of plastics and bottled water.	Luke		Completed
			Tim has responded that he is available to talk at Green Week.			
28	17/07/13	4.1	Leah to distribute Healthy UoN branding logo	Chair	14/08/13	Completed
Update 14/8/13			Chair distributed samples of logo, and advised Marketing & Media are OK with this logo for internal use.			
29	14/08/13	2.2	Committee to email Dylan Mitchell if they have any particular thoughts on smoke-free initiative for input into EC paper.	Committee members		Completed
30	14/08/13	3.4	Diane to approach Trevor Gerdson re launching of Central Coast Staff/Student Health Fair		30/08/13	Completed
			Health Fair opened by Linda Cooper and Vincent.			

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Notes of the meeting of the **Healthy University Steering Committee** held at 3.00pm  
Wednesday, 11 December 2013 in the Committee Room, The Chancellery.

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### **PRESENT:**

Ms. Diane Bunch, Safety and Wellbeing Adviser, Health & Safety  
Mr. Dylan Mitchell, Senior Safety Officer, Health & Safety (Chair)  
Ms. Teresa Dluzewska, Senior Counsellor, University Health Service  
Ms. Michelle Nunn, Residential Life Manager, Accommodation Services  
Mr. Grant Morgan, President, NUPSA Natalie Holmes, Project Officer, Planning, Quality & Reporting  
Dr. Jennifer Allen, Dean of Students  
Ms. Dianne Kirby, Counsellor, University Counselling Service  
Miss Jessica Sullivan, Marketing and Public Relations  
Prof. Ron Plotnikoff, Professor, School of Education  
Ms. Natalie Holmes, Project Officer, Planning, Quality & Reporting  
Ms. Leah Pringle, Human Resource Services

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### **APOLOGIES & WELCOME**

Ms. Tina Crawford, Associate Director, Health & Safety  
Dr. Stephanie Brookman (Chair), Deputy Academic Registrar, Health & Wellbeing and Medical Director, University Health Service  
Mr. Alan Tracey, Director, Infrastructure and Facilities Services  
Ms. Susannah Lynch, Manager Marketing, Engagement & Sponsorship, UoN Services

### **1.0 Committee matters:**

- 1.1 The notes of the previous meeting were confirmed with corrections.
- 1.2 **Outstanding actions:**
  - 1.2.1 Action 22: Note from all Working Group meetings – ongoing.
  - 1.2.2 Action 32: Ideas and examples for marketing and promoting smoke free campus initiative were discussed, see point 2.1 below for full details.
  - 1.2.3 Action 33: Dr Brookman to invite Alan Tracey to join the Steering Committee as a representative of Infrastructure and Facilities Services - Completed – Alan Tracey has accepted the invitation and will be joining the Steering Committee as of next year.

### **2.0 BUSINESS ARISING**

#### **2.1 Smoke free campus:**

Marketing and communication strategies were discussed, agreed in principle first stage (this year or early 2014) to include initial communication with basic information to all staff and students, second stage (early 2014) will involve consultation with stakeholders, promoting cessation programmes and advertising 'smoking' areas. It was agreed that the initiative should be communicated initially via an all staff and student email, hopefully before Christmas; this will provide basic information, including a timeline. A slogan was discussed: 'New Air' was proposed by Professor Ron Plotnikoff and all members agreed – to be considered by the VC. A webpage of all information and supporting material will be developed and sit on the Healthy UoN landing

page under *The Extras* under *Benefits at a Glance*, and social media communication channels, such as facebook and twitter, to be utilised.

The apple image to be used on all smoke free campus material was discussed at length; it was agreed the current one too closely resembles the Apple (Mac) and Woolworths' logos and a new version should be explored. Jessica outlined the need for a consistent and overarching approach to branding all Healthy UoN initiatives and that individual communication channels each have their own specific requirements and constraints for graphics, and that these need to be considered when selecting a logo for use across all channels.

A prompt decision is required as the logo will need to be used on the new webpage and all communications. The Chair proposed that an email be circulated among members for suggestions, comments and feedback and this be provided to Jessica for consideration.

## **2.2 Professor Ron Plotnikoff and the Literature Review**

Professor Plotnikoff provided an update on the evidence based literature reviews his team have been undertaking. The first review focused on research of all health behaviours, including mental health, related to staff in university settings, this paper has now been submitted for publication. The focus is now on health behaviours related to students; 153 studies have been identified and are under review, tables should be completed within days and an updated draft provided to John Germov in about a week. One issue of note is the financial and staffing resources required to deliver outcomes and achieve outcomes.

Jenny Allen queried if and how it is possible to identify research presently being undertaken in the University as there is currently no system for recording this information.

It is considered that our focus on the intersection of mental and emotional health, wellbeing and physical health is quite innovative.

## **2.3 Calendar of events**

Health Promotions Group has prepared a draft version of next year's calendar, will be distributed when finalised.

## **3.0 Reports**

### **3.1 Psychological Health Group**

Report that their key project for 2013 has been the preparation of the DRAFT University Mental Health Policy; this is still a work in progress and will be made available for review as soon as possible. Documents that have been completed and are ready for distribution are Procedural Guidelines: Students requiring mental health assessment or transfer to hospital and Concerning behaviours: Advice and Response Contacts (for Callaghan, Ourimbah and Sydney)

**ACTION 34: When this is available Leah will distribute a copy to all members of the Committee for review.**

### **3.2 Organisational Health Group**

Deferred.

### **3.3 Research and Evaluation Group**

The Group has not met recently. They are waiting on an appropriate mapping tool to map and identify gaps and identify evidence based initiatives as areas for research: Lack of funding for research and identifying research already being undertaken in the University continue to be issues. Work on a volunteer basis or time banking were discussed as options to overcome resourcing issue.

The Group are keen to identify and access any Government funding that might be available for Mental Health research projects.

### **3.4 Health Promotions Group**

The Group met yesterday (10/12/2013) and discussed a range of issues, including safety in the summer season such as a swimming safety programme and safe sex promotion. Easy access to healthy and affordable food has been identified as a problem for students living in on-campus residences: suggestions for overcoming this include additional transport, such as increased shuttle bus services, extra food storage facilities and cooking workshops to help educate students about healthy eating options.

### **3.5 University Committee on Environmental sustainability (UCES)**

Deferred.

## **4.0 OTHER BUSINESS**

- 4.1** Jenny Allen explained about the Food 4 Life, a community group that are asking about a space on campus where they will be able to distribute cheap priced food on a first come first serve basis. NUSA and NUPSA are happy to help but unfortunately do not have any available space. Referred to Michelle Nunn for consideration.

## **NEXT MEETING**

There being no further business, the meeting closed at approximately 4:10 pm. Next meeting scheduled for 15 January, 2014 in the Committee Room, The Chancellery.

### **Dates for 2014 meetings:**

January 15  
February 19  
March 19  
April 16  
May 21  
June 18  
July 16  
August 20  
September 17  
October 15  
November 19  
December 17

The University of Newcastle Healthy University Steering Committee Outstanding Actions List 2013						
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22	17/04/13	3.3	Notes from all Working Group meetings to be sent through to Leah Pringle.	Note taker from each Working Group	After each meeting	Ongoing
23	15/05/13	2.3	All Committee members to please complete the Healthy Universities Self-review tool. This data will be collated for future discussion.	All members	Next meeting – 17/07/13	Further discussion next meeting
26	19/06/13	4.2	Audit of sharps disposal units across the University and report on who services these units	TBC		Deferred
31	18/09/13	4.5	All members asked to bring along their events and ideas to be included in the calendar of events for 2014	All members		Ongoing
32	20/11/13	2.1	Ideas and examples for marketing and promotion to be sent to Jessica Sullivan to assist with developing a promotional campaign	Chris Mays & any members with info		
34	11/12/13	3.1	DRAFT University Mental Health Policy to be distributed to members of Committee for review.	Leah Pringle	As soon as available	

**UoN Healthy University Steering Committee COMPLETED Actions List**

The University of Newcastle Healthy University Steering Committee Outstanding Actions List 2013						
Item No.	Meeting Date	Minute Item No.	Action Item	Responsible person	Timeline/ due date	Notes/ Status
1	10/12/12	5.1	Committee to provide any further thoughts/comments on Terms of Reference to Mr Mitchell for finalisation of the Terms of Reference document	Committee/ Dylan Mitchell	16/1/13	Completed
Update 16/1/13			Minor changes to membership, document finalised for submission to EC 4 Feb mtg.			
2		5.2	Mr Mitchell to follow up Prof Gernov's review of Project Proposal, incorporate costs/funding, & recirculate Proposal to Committee for comment	Dylan Mitchell/ Committee	16/1/13	Completed
Update 16/1/13			Project Proposal document finalised for submission to EC 4 Feb meeting			



3		5.3	Mr Mitchell to circulate UON Healthy University Scheme update report for EC to Steering Group for feedback	Dylan Mitchell/ Committee	16/1/13	Completed
Update 16/1/13			Document finalised for submission to EC 4 Feb meeting			
4	10/12/12/	5.3	Chair to circulate membership for Psychological Health Working Group to Committee for review. Also to draft All Staff email & In the Loop article seeking interest in membership of Working Groups	Stephanie Brookman	16/1/13 End January	Completed
Update 20/02/13			First meeting of Psychological Health Working Group held on 5/02/2013. Article seeking interest in membership of Working Groups published in 'In the Loop' issue 2, other methods of disseminating information discussed.			
5	10/12/12	6.1	Mr Mitchell to circulate EC paper (incorporating staff/student health & wellbeing activities audit table) for further input of audit table (to be used as basis for Committee audit) by Committee members	Dylan Mitchell/ Committee	ASAP	Completed
Update 16/1/13			C'tee input rec'd. To remain as "live" working document for ongoing input of initiatives undertaken or planned. Refer to Wellbeing Audit Table.		Ongoing	
6	10/12/12	6.1	To discuss with Mgr., SET team, provision of PowerPoint slide for Program Convenors at student information sessions.	Stephanie Brookman	End January	Completed
Update 16/1/13			Chair discussed issue with Mgr, SET team.		Completed	
7	10/12/12	7	Ms Smith to schedule monthly Committee meetings dates for 2013	Debbie Smith	1/1/2013	Completed
Update 16/1/13			2013 meetings scheduled in Steering Committee members' diaries via Groupwise appointment			
8	16/1/13	3.1	Mr Mitchell to incorporate changes to membership in Terms of Reference document	Dylan Mitchell	16/1/2013	Completed
Update 20/2/13			Documents sent to EC.			
9	16/1/13	3.3	Mr Mitchell to forward update Report on Healthy University Scheme, with accompanying TOR document and Project Proposal, to EC for consideration at 4 Feb Executive Committee meeting	Dylan Mitchell	ASAP	Completed
Update 20/2/13						
10	16/1/13	3.4	i) Chair/Ms Smith to schedule Psychological Health & Health Promotion Working Group meetings within next ¾ weeks ii) Chair to forward All Staff Email to Tina Crawford and Jessica Sullivan for comment in readiness to communicate pending feedback from EC 4 Feb meeting iii) PQR to forward Steering C'tee any Healthy University initiatives incorporated in Faculty/Division Corporate Plans	Chair/Deb Smith  Chair  PQR	ASAP  ASAP  Feb/March	Completed  Completed  Completed
Update 15/05/13			i) Psychological Health & Health Promotion Working Group meetings have been scheduled. ii) ? iii) Philippa has provided.			
12	16/1/13	4.1	Steering Committee members to forward any further comment on Smoke-Free Environment policy to Mr Mitchell	C'tee members	ASAP	Completed
Update 20/3/13			VC has signed off on the draft Smoke-free Environment Policy.			
13	20/02/13	3.1	Obtain a final version of the Healthy UoN paper presented to EC.	Leah Pringle	20/03/13	Completed
Update 20/03/13			Emailed to members 07/03/2013			
14	20/02/13	3.2	Invitation to join Organisational Health Working Group emailed to recommended personnel and units.	Dylan Mitchell	20/03/13	
Update						
15	20/03/13		<b>Compile list of all activities identified so far.</b>	<b>Dylan and Leah</b>		
16	17/04/13	3.4.3	Dr. Brookman to speak with John Germov.	Dr Brookman		Completed
17	17/04/13	3.4.4	Roxana to provide dates for Health Fair in May. Date (08/05/2013) decided and announced.	Roxana		Completed

18	17/04/13	3.4.5	Dr Brookman to contact Peter Lloyd about Charing 3.4.5 Environmental and Sustainability Working Group	Dr Brookman		Completed
19	20/03/13	3.6	Peter Lloyd has agreed to Chair the Environmental and Sustainability Working Group.			
			All members to send through dates for any of their activities to Dylan to help create a calendar	All members	Moved to item 31	
20	17/04/13	4.2	Dr Brookman to provide Healthy Universities Self-Review Tool to Leah who will distribute it to all members for them to complete for next meeting.	Dr Brookman, Leah and all members		Completed
21	17/04/13	3.2.1	Distributed to all Committee Members. Philippa to distribute latest approved version of UoN Corporate Plan to Committee Members when it becomes available.	Philippa Johnston	15/05/13	Completed
Updated 15/05/13			Same as Action item 11			
23	15/05/13	2.3	All Committee members to please complete the Healthy Universities Self-review tool. This data will be collated for future discussion.	All members	Next meeting – 17/07/13	Further discussion next meeting
24	19/06/13	2.4	Stephanie, Diane and Dylan to meet to prepare Draft Smoke Free Campus paper for EC.	Stephanie, Dylan and Diane		Completed
25	19/06/13	3.2	Dylan to follow up and report on Jenny's question re: support systems and resources for Supervisors/Managers and those accused of bullying.	Dylan	17/07/13	Completed
Update 17/07/13			Dylan reported back to C'ttee on question from previous meeting.			
27	17/07/13	3.5.1	Luke to make enquiries re Tim Silverwood ( <a href="http://timsilverwood.com/">http://timsilverwood.com/</a> ) to talk at a University event re excessive use of plastics and bottled water.	Luke		Completed
			Tim has responded that he is available to talk at Green Week.			
28	17/07/13	4.1	Leah to distribute Healthy UoN branding logo	Chair	14/08/13	Completed
Update 14/8/13			Chair distributed samples of logo, and advised Marketing & Media are OK with this logo for internal use.			
29	14/08/13	2.2	Committee to email Dylan Mitchell if they have any particular thoughts on smoke-free initiative for input into EC paper.	Committee members		Completed
30	14/08/13	3.4	Diane to approach Trevor Gerdson re launching of Central Coast Staff/Student Health Fair		30/08/13	Completed
			Health Fair opened by Linda Cooper and Vincent.			
33	20/11/13	4.2	Dr Brookman will contact Alan Tracey, Director, Infrastructure and Facilities Services to either join the Steering Committee or nominate another representative from the area	Stephanie Brookman	11/12/2013	completed

**Update on Emergency Management to University Health and Safety Committee****28 January 2014*****Emergency Management Trials***

The planned trial at NIER is going ahead with a scenario developed which will require evacuation of the precinct while also providing an opportunity to test response to a NIER specific emergency situation. The trial will go ahead in February.

A desktop bushfire emergency exercise was held in December. The aim was to test the draft bushfire response plan and Callaghan Emergency Evacuation Plan.

The scenario involved a fire in bushland to the east of the architecture building which spreads to involve vehicles parked behind Engineering. The scenario included fire threatening the engineering buildings, a power outage and fire threat to the Animal House.

The scenario provided valuable information on how the various groups would respond to this type of situation and highlighted gaps in terms of communication during an emergency. A report will be provided to the EPC's February meeting and subsequently to the Executive Committee.

Additional exercises will be run in 2014 including a trial flood emergency at Ourimbah.

***Emergency Management Framework***

The draft Emergency Management framework is complete with the associated plans provided to EC for approval on 9 December 2013.

All the associated documentation will now be made available on the Security / Emergency page on the web site.

Emergency procedures flip charts are being developed and updates to building emergency evacuation maps have progressed with Wormald's carrying out work over the Christmas period.

Focus has now shifted to training and awareness for staff and students.

An online learning module is under development for staff with the EPC recommending this module be compulsory training with a refresher every 1 to 2 years.

Consultation with Student and Academic Services has also begun to identify methods to ensure emergency awareness amongst students.

Andrew Sargent  
Organisational Resilience Officer  
28 January 2014.