

**FACULTY OF EDUCATION & ARTS  
OCCUPATIONAL HEALTH & SAFETY MEETING**

A meeting (08/02) of the FEDUA Occupational Health & Safety Committee was held at 12:00pm on Wednesday 21 May, 2008 in the PVC Meeting Room, SRS:16, Faculty of Education and Arts - The University of Newcastle.

**Minutes**

Present:

Mr Michael Robertson (Chair)  
Mr Neill Bourne  
Mr Michael Buchanan  
Ms Joanne Humphris  
Mr Owen Jackson  
Mr Foveaux Kirby  
Ms Toni Shuker

In Attendance:

Ms Luisa Wragge (Minutes)

Apologies:

Mr Alex Beveridge  
Ms Renee Chambers  
Ms Sandra Heiner

**Items Discussed:**

**1.0 MINUTES**

The Minutes of the meeting held on Tuesday 6 March 2008 were taken as being read and confirmed.

**2.0 WELCOME INTRODUCTION TO NEW MEMBERSHIP**

Mr Michael Robertson (Faculty Executive Officer) welcomed the new members of the FEDUA OH&S committee. Each member introduced themselves to the committee.

**3.0 ELECTION OF NEW CHAIR**

Due to the number of apologies received for this meeting, Mr Robertson has been elected as the interim Chair for the FEDUA OH&S Committee with formal election of an ongoing Chair to be conducted at the next meeting.

NB: Legislation requires that the elected Chair be an employee representative.

The role of the Chair is to drive committee proceedings with support from the UoN Health, Safety & Environment Team.

**4.0 WORKCOVER ACCREDITED TRAINING & PREFERRED DATES**

Under the Occupational Health and Safety Act 2000, employers are required to ensure that all Workplace Health and Safety committee members and OH&S representatives are appropriately trained.

It was mentioned that there is a requirement for FEDUA OH&S committee members to complete the Workcover Training course. The aim of this course is to develop the knowledge, skills and attitudes of committee members and/or OH&S representatives, so that the committee/representatives can play an active and effective role in workplace health and safety. Please note, committee members only have to complete this course once.

Topics covered within the course include:

- Systematic management of health and safety
- Effective management of OH&S
- Role of OH&S consultation in the workplace
- The OH&S Act 2000 and the duty to consult
- Determining consultative mechanisms
- Setting up consultative arrangements
- Role and functions of OH&S committees and representatives
- Effective communication techniques
- Problem solving techniques
- Conflict resolution
- Workplace inspection reports
- OH&S risk management
- OH&S management systems
- Workplace inspection
- Safe work practices
- Continuous improvement of OH&S management systems
- OH&S information
- Consultation and workplace inspections
- Incident investigations
- Administration of the legislation
- Assessing OH&S management systems audits and measuring effectiveness of OH&S committees and OH&S representatives.

The course will run over three consecutive days and successful participants will receive a VETAB and Workcover Certificate of completion.

The dates available for this course are:

**June 2008**

10, 11, 12, 13 & 18

**July 2008**

1, 2, 3, 4, 7, 8, 9 10, 11, 23, 24, 25, 28, 29, 30, 31

**August 2008**

4, 5, 6, 7, 8, 25, 26, 27, 28, 29

***ACTION NOTE: Mr Neill Bourne (Senior Safety Officer) to send confirmation of available dates for the OH&S Workcover Training course to committee members.***

## **5.0 REVIEW OF DRAFT TERMS OF REFERENCE**

The Draft Terms of Reference were reviewed and confirmed at the meeting.

## **6.0 COMMUNICATION STRATEGY**

The FEDUA OH&S website is available @ <http://www.newcastle.edu.au/faculty-old/education-arts/indexohs/ohsmeetingdatesdocuments.html>. Please refer to this website for all communication on OH&S. The minutes and agenda items will also be available at this site, FYI and review.

***ACTION NOTE: Ms Luisa Wragge (Administration Assistant) to update the FEDUA OH&S website with agenda items and minutes.***

## 7.0 HEALTH, SAFETY & ENVIRONMENT REPORTS (STANDING ITEM)

Nothing to report.

## 8.0 INCIDENT REPORT SUMMARIES (STANDING ITEM)

No incidents reported.

FYI, an OH&S report is available and lists all incidents. The contact for this report is Ms Diane Bunch (OH&S Rehabilitation Co-ordinator - Health, Safety & Environment).

It was mentioned the Online Reporting System is still proceeding and will be available soon.

## 9.0 OTHER BUSINESS

### 9.1 Risk Assessment

Ms Joanne Humphris (Manager - Risk & Insurance) reported on insurance implications surrounding trips to and/or from the UoN, and also discussed other insurance policies held by the UoN:-

- Accident policy – this policy covers students should an accident occur on field trips/excursions.
- Motor vehicle policy – this policy does not cover student or staff vehicles participating in field trips/excursions.
- Industrial special risk policy – students and staff are covered under this policy. The industrial special risk policy covers any physical loss, destruction or damage to the property of the UoN.
- Workers compensation – staff are covered under workers compensation insurance.
- Public liability insurance – students and staff are covered under this policy.
- Professional indemnity – students and staff are covered under this policy. The Industrial Special Risk policy covers any physical loss, destruction or damage to the property of the University of Newcastle

NB: Please advise Ms Humphris if anyone is to hire equipment to the value of \$20,000 and above.

If UoN staff members are participating in off-site undergraduate activities they are required to complete and submit an R2/OSA form (fieldwork, home visits and work placement). You can attach FEDUA Activity Proposal template to an E2/OSA application, as the Activity Proposal includes a Risk Assessment component.

The E2/OSA must be signed by a Supervisor and Head of School. The application is processed by HSE and a safety clearance is emailed to the Supervisor, Head of School and a copy to Risk and Insurance.

If you believe that an off-site activity will be repeated, you are required to complete and revisit the Risk Assessment form if any of the circumstances change.

For advice on safety approvals required for individual projects/practicals, please contact Melissa Musicka on x16846 [Melissa.Musicka@newcastle.edu.au](mailto:Melissa.Musicka@newcastle.edu.au).

**ACTION NOTE: Mr Neill Bourne (Senior Safety Officer) to follow up on the approval process of the R2/OSA form.**

**ACTION NOTE: Mr Michael Robertson (Faculty Executive Officer) to amend/update the FEDUA Activity Proposal template on the web, and include a link to HSE Risk Assessment form.**

Ms Toni Shuker (School of Drama, Fine Art & Music) enquired about the policy for Fine Art students using the School's facilities after hours. It was mentioned that this situation is most likely a School policy, and an issue for the Deputy Head of School and Head of School.

Ms Humphries reported on a new work experience site at <http://www.newcastle.edu.au/unit/rcs/rmu/insurance/policies/work-experience.html>. Students when undertaking work experience must complete a student plan work experience cover request form located at the above website.

## 9.2 Review of Action notes

Action notes put forward to the next meeting are:

Mr Robertson to review action note of OH&S as a possible standing item with FEDUA – Head of School and School Executive Group discussions.

Mr Robertson is awaiting confirmation from Ms Jill Moncrieff (Assistant Academic Registrar) re: a representative from the Shortland Hub to attend FEDUA OH&S meetings.

Mr Neill Bourne (Senior Safety Officer) to advise the FEUDA OH&S committee on the progress of the staff ID tags project.

## 10.0 NEXT MEETING

The date of the next FEDUA OH&S committee meeting will be held on 3 July 2008 at 11am in meeting room SRS:16, PVC Unit, Faculty of Education & Arts.

### **Distribution List:**

Michael Robertson (PVC Unit)  
Alex Beveridge (School of Humanities & Social Science)  
Michael Buchanan (School of Education - Special Education Centre)  
Renee Chambers (Wollotuka: School of Aboriginal Studies)  
Sandra Heiner (Ourimbah ASU)  
Owen Jackson (School of Humanities & Social Science)  
Gary Jones (Education Services - Auchmuty Library)  
Foveaux Kirby (School of Drama, Fine Art & Music)  
Paul McMahon (School of Drama, Fine Art & Music)  
Dylan Mitchell (School of Education)  
Jill Moncrieff (Shortland Hub)  
Toni Shuker (School of Drama, Fine Art & Music)  
Luisa Wragge (Minutes)