



RESOURCES, VICE-CHANCELLOR'S AND RESEARCH (ADMINISTRATION) DIVISIONS HEALTH & SAFETY COMMITTEE MEETING (draft)

Minutes

Minutes of the meeting of the Resources, Vice-Chancellor's and Research (Administration) Divisions Health & Safety Committee.

Date: 28 April 2015

Venue: CH210 Canberra Meeting Room, The Chancellery, Callaghan Campus

Meeting commenced at: 9:30am

1.0 Membership		Present at meeting
Chair	Neill Bourne	✓
	Bekk Chandler	✓
	Martene Archer	
	Lilian Courtney-Pratt	
	Rose Roohan	
	Kristi Granata	✓
	Ian Robinson	✓

2.0 Welcome and Apologies

2.1 Welcome.

2.2 Apologies were received from Rose Roohan and Martene Archer.

3.0 Minutes of the previous Committee meeting

3.1 The Minutes of the previous meeting held on 3 February 2015 were distributed and discussed. Given the limited membership present an email requesting acknowledgement of the minutes to be a true and accurate record will be distributed. If no further input is received in response to that email the minutes will be acknowledged by the Committee as a true and accurate record.

Action arising 1-28.04.15- Bekk to distribute email inviting acknowledgement of minutes as a true and accurate record.

4.0 Business arising from the Minutes of the Previous Committee meeting

4.1 Newsletter

Current status: Sarah Harris was going to complete the newsletter but will no longer be in membership (noting Kristi Granata is new representative for HRS - welcome to Kristi). The membership present agreed to postpone further work on the newsletter until an update as to status was available from any work Sarah had completed. Neill agreed to seek a status update from Sarah, and completion of newsletter will be discussed at the next meeting.

Action arising 2-28.04.15- Neill to seek a status update from Sarah Harris for discussion regarding completion of newsletter at next meeting.

Outstanding action items

Action Item 1-03.02.15 – distribution of February newsletter to Committee members was completed on 04.02.2015 by Bekk Chandler.

Action status: complete.

Action Item 4.3-14.10.14 – First aid kit audit report: Neill advised that this had been raised at the UH&S Committee meeting and will be addressed further through that forum, and updates will be available through UH&S Committee representative. Action item discussed and membership agreed to note as complete.

Action status: complete.

Action Item 4.4-14.10.14 – Fire Fighting Equipment / Entrapment Pack report: Neil McNaughton is no longer in attendance to provide an update. Neill noted that he was aware that other units had been advised to undertake a risk assessment of their space if they had concerns and that could then be raised with H&S. The membership present agreed that this approach would be notified to their teams to undertake a risk assessment if considered necessary. Neill confirmed H&S can provide support and assistance.

Action status: members to notify teams to undertake a risk assessment of space if there are any concerns regarding fire fighting equipment and entrapment packs and to undertake consultation with H&S as required.

Action Item 6.1-14.10.14 – Committee Consultation Training: Neill advised that he has not received any further feedback. Action item discussed and membership agreed to note as complete. Noted that Committee members need to organise with Neill or Dylan in H&S if they have not completed training.

Action status: complete.

Action Item 3-25.11.14 – Health issues in CT: Neill noted that concern has been raised in relation to another building as well. There are increased numbers of staff with cancer, but there is no pattern present, particularly as to cancer type. An assessment has been undertaken but a root cause or source cannot be determined. Exposure has been assessed as below limits. A report will be drafted for submission to UH&S Committee by Neill shortly and will be addressed further through that forum. Updates will be available through UH&S Committee representative. Action item discussed and membership agreed to note as complete.

Action status: complete.

5.0

Committee status and planning

Resources have requested formation of their own H&S Committee. Membership of this Committee will therefore be representatives from Vice-Chancellor's and Research (Administration) Divisions. It was noted that Neill is present as member of the H&S Team to partner with the Committee for guidance and as an avenue to assist to resolve issues raised, but is not a committee member. Given the change in structure, consideration for this Committee will be required to review:

- terms of reference **Action Item 3-28.04.15 – Bekk to distribute Terms of Reference for general discussion at next meeting and consideration of any amendments required;**
- membership, including whether other representatives from sub-groups of work units within divisions might be appropriate to have a presence on the Committee. Open for general discussion at next meeting;
- appropriate delegations for membership (including where a member is unable to attend at Committee meetings). Open for general discussion at next meeting;
- appointment of a Chair at the next meeting **Action Item 5-28.04.15 – Neill to draft email regarding motion for nominations and appointment of Chair at next meeting;**
- nomination of a Committee member to attend as representative on UH&S Committee. Open for general discussion at next meeting.

Appreciation was extended by the membership to Neill for his continuing assistance and advice during this period.

6.0	Report from University H & S Committee										
6.1	Report of meeting of the University H & S Committee – Neil Mc Neil McNaughton is no longer in attendance to provide an update. Neill advised that Minutes of the last meeting were in draft and would be distributed once they were available. <i>Action Item 6-28.04.15 – Neill to distribute Minutes of UH&S Committee meeting when available.</i>										
7.0 Standing Agenda Items and Reports											
7.1	Report of the Associate Director, Health & Safety – Neill tabled the Associate Director, Health & Safety Report for April 2015 and took the Committee through key points, which included: <ul style="list-style-type: none"> • Health and Safety Inductions completion rates. Note- Health & Safety inductions can be completed by new staff prior to commencement and the H&S team recommend that this part of the induction process should be started as early as possible; • Training sessions available; • Healthy UON activities; • Poor completion rates (2%) for Emergency Management Training Module (statistics on completion for each unit are available on request to Neill); • Safety Alerts (Neill will take steps to ensure that Committee Chair receives Safety Alerts for distribution into the future), particularly Evacuation Procedures; • Incident and Hazard reports summary for the period 1 January 2015 to 27 April 2015 noted. General discussion entered into regarding numbers being seen in ‘near misses’ reporting and it was noted that this may be partially attributed to by the separation of the maintenance reporting system and the incident system. Neill noted that reports through Maximo are generally managed by contractors, whereas if an incident is lodged through the H&S reporting system there is better visibility and opportunity to allow follow up by the H&S team. Neill also distributed a UON Health and Safety Management System Framework working document for general discussion. It is currently in draft form with the Director, People & Workforce Strategy with a view to submission to EC, and then assistance will be sought from Council Services & Chancellery regarding Policy work. Copies are available by request to Neill and he is available for general discussion or comment in relation to the framework if required. <i>Action Item 7-28.04.15– membership to report to teams on relevant items, particularly reminders for H&S Induction, available Training, Healthy UON initiatives, reporting near misses not only as a maintenance repair requirement but also through incident reporting system, and importance of completion of Emergency Management Training Module completion.</i>										
8.0 General Business											
8.1	Around the grounds – sharing and feedback <table border="0"> <tr> <td>Neill Bourne</td> <td>• As noted in Report of the Associate Director, Health & Safety</td> </tr> <tr> <td>Bekk Chandler</td> <td>• Raising awareness of EAP following incidents for staff not only directly involved in an incident, but also those in the working environment potentially impacted by incident</td> </tr> <tr> <td></td> <td>• Reminder regarding heavy lifting and transport of heavy items, noting trolleys should be available to teams and are also available at RMO for transport of records</td> </tr> <tr> <td></td> <td>• Acknowledgement of the work undertaken by the Critical Incident team and Organisational Resilience during the storms in April. Invited members to ask teams to provide feedback in relation to the University’s response to uonaprilstorm@newcastle.edu.au</td> </tr> <tr> <td>Martene Archer</td> <td>• Apology</td> </tr> </table>	Neill Bourne	• As noted in Report of the Associate Director, Health & Safety	Bekk Chandler	• Raising awareness of EAP following incidents for staff not only directly involved in an incident, but also those in the working environment potentially impacted by incident		• Reminder regarding heavy lifting and transport of heavy items, noting trolleys should be available to teams and are also available at RMO for transport of records		• Acknowledgement of the work undertaken by the Critical Incident team and Organisational Resilience during the storms in April. Invited members to ask teams to provide feedback in relation to the University’s response to uonaprilstorm@newcastle.edu.au	Martene Archer	• Apology
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| Lilian Courtney-Pratt | • Not present |
| Rose Roohan | • Apology |
| Kristi Granata | • Kristi noted the workload of HR Business Partners and the work that they are doing with supporting strategies and skills in supervisors, leaders and managers to reduce impact of issues, to encourage staff to feel comfortable to approach supervisors, leaders and managers first |
| Ian Robinson | • Associate Director, Health & Safety gave a report on the proposed H&S framework at their team meeting in April
• Will discuss with Neill regarding potential appointment of First Aid Officers within their team |

7.2 Any other business

Neill will not be available to attend the next Committee meeting. Discussed and membership agree to reschedule the next meeting for one week later to the first week in July.

Meeting closed at: 10:35am

Prepared by: Bekk Chandler

Position: Secretary / Complaints Compliance and Policy Officer

Date: 15 May 2015