THE UNIVERSITY OF NEWCASTLE

UNIVERSITY HEALTH AND SAFETY COMMITTEE

NOTES

Notes of the meeting of the University Health and Safety Committee (14/02) held at 10.00am Thursday, 3 April 2014 in the Canberra Room, Callaghan Campus.

PRESENT

Chair
Ms Sandra Heiner – Chair Ourimbah Campus

Elected Staff Representatives
Mr Barry Nancarrow - Deputy Chair Faculty of Education and Arts
Mr Andrew Evans Faculty of Science & Information Technology
Dr John Fitter Faculty of Health and Medicine
Ms Bronwyn Green Faculty of Business & Law Safety Committee
Ian Powell in attendance for Faculty of Engineering & Built Environment
Dr Shaun Manning
Ms Renee Chambers Academic and International and Advancement Divisions
Vacant University Resources, Vice-Chancellors and Research (Professional Staff) Divisions

Employer Representatives Nominated by the Vice-Chancellor

In Attendance
Dr Stephanie Brookman Deputy Academic Registrar, University Health Services
Dr John Fitter Chair of the Chemical and Radiation Technical Committee
(Note: also staff representative of Faculty of Health and Medicine).
Professor Christopher Groff Chair, Institutional Biosafety Committee
Mr Alan Tracy Director, Infrastructure Facilities Services

By Invitation of the Chair

In Attendance
Professor Caroline McMillen Vice-Chancellor
Mr Neill Bourne Acting Associate Director, Health and Safety
Mr Dylan Mitchell Senior Safety Officer
Mr Andrew Sargent Organisational Resilience Officer
Mr Chris Kelleher Acting CEO, Newcastle Innovation
Ms Djoekke van Loon UoN Services - Work Health and Safety Committee
Ms Leah Gabolinscy Associate Director, Infrastructure Facilities Services
Mr Jamie Daniluck Head of Security and Chair, Residential Precinct Safety and Security Working Party
Ms Lisa Vandyke (Minute Secretary) Executive Officer, Council Services and Chancellery

APOLOGIES

Ms Sharon Champness Director, People and Workforce Strategy
Dr Shaun Manning Faculty of Engineering and Built Environment
SECTION ONE – COMMITTEE MATTERS

The Chair welcomed and announced the apologies as outlined above.

The Chair welcomed the Vice-Chancellor to the meeting and invited members to introduce themselves.

1.0 RECORD OF THE LAST MEETING AND OUTSTANDING ACTIONS

1.1 The Notes from the UHS Committee (14/01) meeting of 6 February 2014 were confirmed.

   Moved: Dr John Fitter    Seconded: Mr Barry Nancarrow

1.2 Please refer to the circulated outstanding items actions list.

   The Chair made reference to the outstanding items action list, and explained both items will be dealt with during discussion at the following agenda items:

   Agenda Item No. 6.2 - Safety Condition of University Fleet and Pool Vehicles - (Action Item No. 9.1 – 09.02.11).


2.0 MEMBERSHIP AND TRAINING OF THE UHS COMMITTEE

Mr Neill Bourne provided a verbal report indicating that he is planning a review of the status of the committee’s and their election needs. This will be undertaken over the next few months.

Training has been provided to all committee’s and an extra session will be arranged to allow members who were unavailable to attend their particular training sessions to be provided with the information.

Action: To note.

SECTION TWO – BUSINESS ARISING

3.0 COMMITTEE MATTERS

3.1 Presentation by the Vice-Chancellor

   The Chair welcomed the Vice-Chancellor to the meeting and invited her to address the Committee.

   The Vice-Chancellor thanked members for the invitation to join the meeting.

   The Vice-Chancellor firstly indicated the commitment of herself, as Principal Officer, the senior executive team and University Council to work health and safety, making reference to the most recent presentation from the Health and Safety Team.

   General discussion was held in relation to the WHS framework and the complexities across the University, indicating a need for a very clear structure and set of clear roles and responsibilities across the organisation.

   Reference was made to various incidents of trips and slips and psychological injuries and how the University deals with each case or event, and how the Committee could engage with the Executive Committee, Faculty Boards, and Heads of School.

   Training opportunities were discussed, with a view shared that a more targeted approach is required, rather than the “scatter gun” approach of previous years. The Vice-Chancellor indicated the Executive Team’s commitment to continued WHS training within their respective Faculties, Divisions, Institutes and Units.
The Vice-Chancellor added that the Committee is the “engine room” which carries the WHS knowledge of the University, hence having the capacity to inform management and staff of the causes and consequences and assist with the diagnostics across the University.

Early intervention was discussed, together with the opportunity to build upon the “case management triage approach” that exists within the Respectful and Collaborative University Framework, to ensure early intervention and resolution on a case by case basis, rather than have matters escalate and have both parties in dispute mode rather than resolution mode.

The subject of behavioural change was discussed and the need to bring an awareness of personal safety to staff. Communicating and driving the need for such change was seen as a key piece for the Committee’s consideration.

The Vice-Chancellor indicated that benchmarking across the sector would be welcomed, with Mr Neill Bourne reporting on his recent meetings with the NSW Universities Safety Association (NUSA), and the plans for an Australia wide approach for Universities, advising that data is starting to emerge for analysis.

In conclusion, the Vice-Chancellor welcomed continue dialogue with the Committee and asked that a quarterly report be submitted, through her office, to the Executive Committee, however was flexible with timing to align with future UHS meetings. The Vice-Chancellor also requested that a copy of the Committee minutes continue to be circulated to her office for her review.

The Chair thanked the Vice-Chancellor for attending the meeting.

Action:

1) The Chair to provide a timely report to the Executive Committee via the Vice-Chancellor.
2) The Chair to provide the Committee Minutes, after each meeting, to the Vice-Chancellor for review.
3) The Chair to provide a DRAFT Report for the Executive to the HS meeting of 15 August, 2014.

4.0 POLICY MATTERS

4.1 Smoke Free Policy

Mr Dylan Mitchell provided a verbal update, advising that preparations for the introduction of the Smoke Free Policy are progressing well, and on target.

Mr Mitchell added that the policy has been circulated for review and encouraged members to review the circulated document/s and provide feedback to him within a fortnight (ie: by Thursday 17 April, 2014).

Action: Members to provide feedback on final “Smoke Free Policy” documents to Mr Mitchell by Thursday 17 April, 2014.

5.0 MATTERS RAISED BY FACULTY/DIVISIONAL HEALTH AND SAFETY COMMITTEES

5.1 Faculty of Business and Law

Nil items

5.2 Faculty of Education and Arts

Nil items

5.3 Faculty of Engineering and Built Environment

An incident in architecture when someone fainted showed a fault in the phone system when emergency services could not be contacted.
Architecture were asked to contact Jamie Daniluck, Head of Security and advise him of the issue. *For further discussion refer to item No. 8.1.3.*

5.4 Faculty of Health and Medicine

The only issue for comment is the long lag time for the air-conditioning in the Nursing Building/s to be satisfactorily resolved. It was understood by the staff that the situation would be resolved over the semester break but only part of the problem has been completed. Unconfirmed reports indicate the budget allocation was for some works and that other parts of the university were also given part-works. The extremes of heat or cold experienced are not conducive to good learning environments and one safety incident has already occurred with an injury to a student from a fall after fainting and striking furniture with the head.

*For further discussion refer to item No. 8.1.4.*

5.5 Faculty of Science and IT

ICT Bridge – Slip hazard in rain – Discussed at length at last faculty meeting due to another slip incident. Will be putting in a further request to IFS to investigate permanent solution especially with heavy graduation guest pedestrian traffic.

*For further discussion refer to item No. 8.1.5.*

5.6 University Services, Vice-Chancellor’s and Research (Administration) Divisions

Nil items

5.7 Academic Division and International Division

Nil items

5.8 Ourimbah Campus

Due to three (3) reported trips/falls, the issue of the need for a footpath between the DPI car park and DPI office/lab facility was raised and discussed. It was identified that no short-term measures have been put in place and no long-term funding has been secured by DPI to resolve the issue. Queries surrounding ultimate responsibility – UoN or DPI?

*For further discussion refer to item No. 8.1.8.*

Action:

1) The committee noted the above update as outlined in the Agenda.
2) These items (ie: 5.1 to 5.8) were discussed in further detail at Agenda Item 8.

SECTION THREE – REPORTS

6.0 STANDING REPORTS

6.1 Report of the Associate Director, Health and Safety

Mr Neill Bourne, Acting Associate Director, Health and Safety spoke to the report indicating that his presentation to the Executive Committee was well received. Members noted the written report provided by Mr Bourne, with general discussion held in relation to:

- Lost Time Injury Frequency Rate (LTIFR)
- Requirements of new legislation
- Monitoring and reporting of Lost Time Injury Frequency Rate (LTIFR) events
- Severity rates.

Action: To note.
6.2 Report of the Director, Facilities Management

Mr Alan Tracy, Director, Infrastructure Facilities Services spoke to the report, firstly introducing Ms Leah Gabolinscy, Associate Director, Infrastructure Facilities Services.

Members noted the written report provided by Mr Tracy and specific discussion was held in relation to the safety condition of university fleet and pool vehicles.

Ms Gabolinscy advised that safety checklists have been provided in each fleet vehicle to assist drivers to establish the safety of the vehicle, prior to driving. (Refer Attachment A).

Ms Gabolinscy indicated she would provide a copy of the checklist for the information of members. Agreed this document would be circulated with the minutes.

Discussion was held on the WorkCover reportable incident involving the uncontrolled explosion of a deep cycle battery, with Mr Mitchell indicating that a full investigation has been undertaken with results currently under review. Mr Tracy, Mr Bourne and Mr Mitchell made a commitment to undertake a wider review to ensure such an incident does not re-occur.

Mr Mitchell added that this example will be one which will be of interest to the wider University community, offering to provide a copy of the Workcover checklist for the information of members. (Refer Attachment B and e-mail dated 3 April, 2014 to members from Mr Mitchell).

Action:

1) Ms Gabolinscy to provide a copy of the Safety checklist for circulation with the minutes. (Refer to Attachment A).
2) This matter of Fleet Vehicle Safety be marked as “complete” in regard to the outstanding action list.
3) Mr Tracy, Mr Bourne and Mr Mitchell, to undertake a wider safety review following the “uncontrolled explosion” incident.
4) Mr Mitchell to provide a copy of the Workcover checklist for circulation with the minutes.

6.3 Report on Healthy University Project

Dr Stephanie Brookman, Deputy Academic Registrar, University Health Service provided the Committee with an update on the University of Newcastle Healthy University Steering Committee.

Members noted Dr Brookman’s report.

Dr Brookman advised that the “Smoke Free Campus” Program implementation is going well and the roll-out plan is meeting expectations. Members indicated their support for this program, with Mr Bourne indicating that members are still welcome to provide final comments on the “designated places” information, published on the Healthy UoN website.

Dr Brookman made reference to her commitment to provide a copy of the Mental Health Policy to members, however explained that a wider strategy has been planned and the work does not just include a policy as such, indicating a much broader approach to this strategy is required under the Equity and Diversity policy framework.

With this being the case, Dr Brookman indicated she would keep members informed.

Action:

1) Note the report and status of the Mental Health Plan and wider strategy.
2) Provide final comments on the “designated places” information to Mr Bourne within the next fortnight (ie: by Thursday 17 April, 2014).
7.0 REPORTS FROM THE CHEMICAL/RADIATION TECHNICAL COMMITTEE AND THE INSTITUTIONAL BIOSAFETY COMMITTEE

7.1 The Chemical/Radiation Technical Committee
Dr John Fitter provided the Committee with an update, with members noting the report provided.
Dr Fitter specifically initiated discussion on the UoN Radiation Management Plan, indicating a review by members would be appreciated by mid-April, 2014. Mr Mitchell added that high level feedback regarding the circulated “Safety Review Form” would also be welcome, as the Chemical and Radiation Technical Committee and Institutional Biosafety Committee are reviewing in fine detail.

Action:
1) Members to review the UoN Radiation Management Plan and provide feedback to Dr Fitter by mid-April, 2014.
2) Members to review the Safety Review Form and provide feedback to Mr Mitchell by mid-April, 2014.

7.2 The Institutional Biosafety Committee (IBC)
Professor Goff made reference to his report and members noted the content therein.
Professor Goff indicated that the inspection cycle has recently commenced.

Action: To note.

8.0 FACULTY/DIVISIONAL HEALTH & SAFETY COMMITTEE REPORTS

8.1 Faculty/Divisional Health & Safety Committee Reports
The UHS Committee considered the reports from the Faculty and Divisional Health and Safety Committees. In addition, elected members will provide a brief verbal report on the activities of their respective Faculty/Divisional Health and Safety Committee.

8.1.1 Faculty of Business and Law Health & Safety Committee
The minutes of the FBL Health and Safety Committee for February, 2014 were noted.
Bronwyn Green made reference to a psychological matter in the Sydney office which highlighted the issue of on-site security.
Ms Green added that staff training was held and the matter of security will be an integral part of the planning process when considering the new Sydney premises.

Action: To note.

8.1.2 Faculty of Education and Arts Health & Safety Committee
The minutes of the FEDUA Health and Safety Committee held 10 February, 2014 were noted, with Mr Nancarrow advising there were no further issues to report.

Action: To note.

8.1.3 Faculty of Engineering and Built Environment Health & Safety Committee
The summary report and minutes of the FEBE, Health and Safety Committee meeting held 12 March, 2014 were noted.
Mr Ian Powell reiterated his earlier comment in relation to an incident in architecture when someone fainted, indicating a fault in the phone system when emergency services could not be contacted.
Mr Jamie Daniluck indicated that he and his team have taken appropriate steps to ensure better phone service and added that the plan to introduce a “red” phone in the new control room will ensure incidents of this nature do not re-occur.

Mr Powell indicated that tests were undertaken on phones within the Faculty and the triple zero function is in operation.

**Action:** To note.

### 8.1.4 Faculty of Health and Medicine Health & Safety Committee

The minutes of the Faculty of Health and Medicine, Health and Safety Committee held 26 November, 2013 were noted.

A copy of the minutes of 18 February, 2014 are attached to the minutes for the information of members. *(Refer to Attachment C).*

Dr Fitter re-iterated his earlier concerns in relation to the air-conditioning in the nursing building classroom.

Mr Alan Tracy, made a commitment to personally review this matter and seek direct advice. Mr Tracy added he will ensure this matter will be included in his next report to the committee.

**Action:**

*Mr Tracy to review the air conditioning in the nursing building classroom and report back to the next Committee meeting.*

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

The minutes of the FSC&IT Health and Safety Committee held 12 March, 2014 were noted.

Mr Andrew Evans made reference to the ICT bridge, indicating that another slip incident has occurred, with a staff member falling quite heavily.

It was acknowledged there is not an immediate solution, however, Mr Evans will provide a full report to Mr Tracy and Ms Gabolinscy for their review.

General discussion was held in relation to evacuation assembly signage and it was agreed that further advice or consultation was required to inform staff.

**Action:**

1) *Mr Evans to provide the Director and Associate Director of IFS with a report on the ICT Bridge for their review.*
2) *Mr Bourne consider and implement the necessary communication to staff in relation to evacuation assembly signage.*

### 8.1.6 University Services, Vice-Chancellors and Research (Professional Staff) Divisions Health & Safety Committee

Mr Neill Bourne indicated there were no matters of note to report.

Mr Bourne acknowledged the need to seek a Chair for this Committee and in turn provide a representative to UoN Safety Committee.

**Action:**

*Mr Bourne to follow up Chairpersonship, and membership with the University Services, VC and Research Division Health and Safety Committee.*

### 8.1.7 Academic and International and Advancement Divisions Health & Safety Committee

The minutes of the Academic and International and Advancement Divisions, Health and Safety Committee held 26 February, 2014 were noted.
Ms Renee Chambers advised there were no further issues to report.

**Action:** To note.

### 8.1.8 Ourimbah Campus Health & Safety Committee

The minutes of the Ourimbah Campus Health and Safety Committee held 25 March, 2014 were noted.

Ms Sandra Heiner, reiterated her earlier report in relation to the need for a resolution on the ownership of the footpath (ie DPI or UoN).

Mr Alan Tracy advised that next time he visits the Ourimbah Campus he will meet with both Ms Linda Cooper (UoN) and Mr Glenn Douglass (DPI) to seek a resolution of this matter.

Ms Heiner advised of upcoming elections for Committee membership.

**Action:**

1) **Members note the report.**
2) **Mr Tracy to meet with Ms Linda Cooper (UoN) and Mr Glenn Douglass (DPI) to seek a resolution re: the footpath on the Ourimbah Campus.**

### SECTION FOUR – OTHER BUSINESS

#### 9.0 ANY OTHER BUSINESS

##### 9.1 Emergency Planning Committee

Committee members noted the report provided with the agenda.

Mr Andrew Sargent, Organisational Resilience Officer provided the committee with a presentation and update on the Emergency Management Training framework, outlining the specific areas which will form the training modules.

Mr Sargent acknowledged the assistance currently being provided by the Student and Academic Services team to assist with communications with students and tabled the attached “Emergency Alert” brochure. *(Refer to Annexure D).*

Mr Sargent added that the program will be compulsory for staff and an assessment will form part of the training outcomes.

Mr Sargent also circulated a copy of the Emergency Management Guide and general discussion was held in relation to bush fire management and evacuation procedures in the event of a bush fire.

Members noted the presentation and report.

**Action:** To note.

##### 9.2 Review of University Health and Safety Committee Constitution

Members noted that the agenda included a copy of the University Health and Safety Committee Constitution.

The chair asked members to review the content within the next fortnight and forward addition/changes directly to the Chair by Thursday 17 April, 2014.

The Chair will circulate a final version upon receipt of responses.

**Action:**

*All to review the Committee’s Constitution within the next fortnight and provide comments directly to the Chair by 17 April, 2014.*
9.3 **UoN Safety and Security Consultative Committee**

Mr Jamie Daniluck, Head of Security and Committee Chair, provided an overview of current activities of the UoN Safety and Security Consultative Committee, including:

- CCTV;
- Smart Paths;
- the Security Shuttle App; and
- the review of security concerns around “the tunnels”.

Members noted the report.

**Action:** To note.

9.4 **UoN Services Health and Services Committee**

Ms Djoek van Loon, provided an update, indicating that as of March, 2014 the committee will be carrying out monthly inspections of the different areas of the business.

It was further noted that the UoN Services – Accommodation Precinct Security Working Party now falls under the umbrella of the UoN Safety and Security Consultative Committee.

Members noted the report.

**Action:** To note.

10.0 **General Business**

10.1 **Future Nominations for Vice-Chancellor’s Award**

During Committee discussion members considered the opportunity to nominate a staff member each year for a Vice-Chancellor’s award in relation to outstanding commitment/work within the Work, Health and Safety arena.

Members agreed to note this and ensure timely discussion and decisions are made throughout the year to ensure a nomination is made.

**Action:**

*Nominations for the Vice-Chancellor’s award be made through the Committee for outstanding commitment to WHS at the committee’s next meeting – 5 June, 2014.*

10.2 **Safety Review Form**

Mr Dylan Mitchell briefly reminded members of the above form and made reference to his e-mail to members on 1 April, 2014.

Mr Mitchell invited members to provide their final comments by COB 11 April, 2014.

**Action:**

*Committee members to review the Safety Review Form and provide final comments by COB 11 April, 2014 to Mr Dylan Mitchell.*

10.3 **On-Line – WHS Training**

Mr Neill Bourne advised that a report will be distributed in the next fortnight advising senior management on the status of staff participation and completion of the on-line WHS training program.

Update noted by members.

**Action:** To note.
10.4 Thank You to Dianne Green – Minute Secretary

The Chair made reference to the absence of minute secretary, Dianne Green, indicating that Dianne has taken up a role with the Council Services and Chancellery Unit, as Personal Assistant to the Director. This new role has meant Dianne will be unable to service the committee in future.

The Chair wished to thank Dianne for her commitment and valued contribution to the committee for the past three (3) years.

The Chair indicated she would pass on the gratitude of Committee members.

*Action:* Chair to pass on Committee gratitude to Dianne Green.

11.0 NEXT MEETING

The next meeting of the UHS Committee is scheduled for 10 am to 12 noon on Thursday 5 June 2014 and will be held at the Ourimbah Campus.

Please note a bus will leave from the Chancellery building, Callaghan Campus at 9am, together with two vehicles to provide members with transport to the meeting.

**Remaining 2014 Meeting Dates:**
15 August 2014
10 October 2014 (To include tour of new Accommodation Blocks)
5 December 2014 (HMRI)

*Note:* Appointments have been sent in OUTLOOK from the email address secretariat@newcastle.edu.au. Please note that declining an OUTLOOK appointment does not constitute a formal apology for a meeting.
<table>
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<tr>
<th>Arising from Meeting Date</th>
<th>Minute Item No</th>
<th>Issue Raised By</th>
<th>Action Item</th>
<th>Responsible Officer</th>
<th>Due Date</th>
<th>Notes</th>
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<tbody>
<tr>
<td>3 April 2014</td>
<td>No. 3.1</td>
<td>Vice-Chancellor</td>
<td>Vice-Chancellor’s Presentation</td>
<td>Chair</td>
<td>Up to 3 times/year</td>
<td>Matter noted by Committee and Chair. Dates for circulation to be determined by Chair.</td>
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<td></td>
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<td></td>
<td>1. The Chair to provide a timely report to the Executive Committee via the Vice-Chancellor.</td>
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<td>2. The Chair to provide the Committee Minutes, after each meeting, to the Vice-Chancellor for review.</td>
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<td>15 Aug 2014</td>
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<td>3. The Chair to provide a DRAFT Report for the Executive to the HS meeting of 15 August, 2014.</td>
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<td>3 April 2014</td>
<td>No. 4.1</td>
<td>D Mitchell</td>
<td>Smoke Free Policy</td>
<td>All to reply</td>
<td>17 April 2014</td>
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<td></td>
<td>and No. 6.3</td>
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<td>Members to provide feedback on final “Smoke Free Policy” documents to Mr Mitchell by Thursday 17 April, 2014.</td>
<td>D Mitchell</td>
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<td>Provide final comments on the “designated places” information to Mr Bourne within the next fortnight (ie: by Thursday 17 April, 2014).</td>
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<td>17 April 2014</td>
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<td>3 April 2014</td>
<td>No. 6.2</td>
<td>N Bourne</td>
<td>WorkCover Reportable Incident involving the uncontrolled explosion” of deep cycle battery Incident – Wider Review</td>
<td>A Tracy</td>
<td>Update at next meeting</td>
<td>Reference – D Mitchell’s e-mail dated 3 April, 2014.</td>
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<td>1. Mr Tracy, Mr Bourne and Mr Mitchell, to undertake a wider safety review following the “uncontrolled explosion” incident.</td>
<td>N Bourne</td>
<td>5 June 2014</td>
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<td>2. Mr Mitchell to provide a copy of the Workcover checklist for circulation with the minutes.</td>
<td>D Mitchell</td>
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<td>3 April 2014</td>
<td>No. 7.1</td>
<td>J Fitter</td>
<td>UoN Radiation Management Plan</td>
<td>All to reply</td>
<td>End of April 2014</td>
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<td></td>
<td>and D Mitchell</td>
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<td>Members to review the UoN Radiation Management Plan and provide feedback to Dr Fitter by mid-April, 2014.</td>
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<td>3 April 2014</td>
<td>No. 8.1.4</td>
<td>Chair</td>
<td>Air Conditioning in Nursing Building Classroom</td>
<td>A Tracy</td>
<td>For next meeting 5 June 2014</td>
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| 3 April 2014              | No. 8.1.5      | Chair           | **ICT Bridge – Slip Incidents**  
Mr Evans to provide the Director and Associate Director of IFS with a report on the ICT Bridge for their review.  
A Evans  
A Tracy  
L Gabolinscy | By next meeting 5 June 2014 |
| 3 April 2014              | No. 8.1.5      | A Evans         | **Evacuation Assembly Signage**  
Mr Bourne consider and implement the necessary communication to staff in relation to evacuation assembly signage.  
A Evans  
N Bourne | By next meeting 5 June 2014 |
| 3 April 2014              | No.8.1.6       | N Bourne        | **University Services, Vice-Chancellors and Research (Professional Staff) Divisions Health & Safety Committee**  
Mr Bourne to follow up Chairpersonship, and membership with the University Services, VC and Research Division Health and Safety Committee.  
N Bourne | By next meeting 5 June 2014 |
| 3 April 2014              | No. 8.1.8      | S Heiner        | **Ourimbah Campus Pathway – (DPI or UoN)**  
Mr Tracy to meet with Ms Linda Cooper (UoN) and Mr Glenn Douglass (DPI) to seek a resolution re: the footpath on the Ourimbah Campus.  
A Tracy | By next meeting 5 June 2014 |
| 3 April 2014              | No. 9.2        | Chair           | **Review of University Health and Safety Committee Constitution**  
All to review the Committee’s Constitution within the next fortnight and provide comments directly to the Chair by 17 April, 2014.  
All to review | 17 April, 2014 | To be listed for agenda 5 June, 2014. |
| 3 April 2014              | 10.1           | Chair           | **Future Nominations for Vice-Chancellor’s Award**  
Nominations for the Vice-Chancellor’s award be made through the Committee for outstanding commitment to WHS at the committee’s next meeting – 5 June, 2014.  
All members to consider.  
D Mitchell to lead | By next meeting 5 June 2014 |
| 3 April 2014              | 10.2           | D Mitchell      | **Safety Review Form**  
Committee members to review the Safety Review Form and provide final comments by COB 11 April, 2014 to Mr Dylan Mitchell.  
All to review  
D Mitchell | 11 April 2014 | Reference: D Mitchell’s e-mail dated 1 April, 2014. |
| 3 April 2014              | 10.4           | Chair           | **Thank You to Dianne Green**  
Chair to pass on Committee gratitude to Dianne Green.  
Chair | April 2014 |  |
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<td>Final agreement – Meeting 03.04.14:</td>
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<td>Ms Gabolinscy to provide a copy of the Safety checklist for circulation with the minutes.</td>
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<td>This matter of Fleet Vehicle Safety be marked as “complete” in regard to the outstanding action list.</td>
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<td>14 Feb 2013</td>
<td>No.9.1</td>
<td>Chair</td>
<td>UoN Services – Accommodation Precinct</td>
<td>Chair</td>
<td>Each Meeting</td>
<td>Refer to notes of previous action list – matter completed at meeting 03.04.14.</td>
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Motor Vehicle Users Safety Checklist

As the driver of the vehicle, you have responsibility for the safe operation of the vehicle as described by the NSW Road Rules, the following is designed to assist you in meeting that obligation.

This form is to be completed by the driver prior to commencement of journey.

### Vehicle Details

| Number | Make / Model |

### Driver's Details

| Full Name | School / Area | Date |

Any items the driver believes would render the vehicle unsafe or un-roadworthy shall be noted and the vehicle shall not be driven.

### Exterior

<table>
<thead>
<tr>
<th>Item</th>
<th>Note</th>
<th>Acceptable</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licence plate</td>
<td>Present on front and rear</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Damage</td>
<td>Detail any damage on diagram below</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Tyres</td>
<td>Appear inflated</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Cleanliness</td>
<td>Appear to have sufficient tread</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Including windows</td>
<td>YES</td>
<td></td>
</tr>
</tbody>
</table>

### Interior

<table>
<thead>
<tr>
<th>Item</th>
<th>Note</th>
<th>Acceptable</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mirrors</td>
<td>Side and rear adjustable</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Clean</td>
<td>No rubbish effecting safe operation</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Brake</td>
<td>Brake feels firm</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Horn</td>
<td>NOTE: May require ignition on to activate</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Fuel</td>
<td>The vehicle has at least ¼ tank of fuel</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fuel card present</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fuel type identified and the side for the cap</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Indicate on the following diagram the location and type of damage, eg. scratch/dent.*

### Driving Position

Adjust seat to easily reach controls. Adjust headrest. Adjust the mirrors.

Identify the position of buttons, knobs and handles for lights, washer, wipers, radio, horn, air / heater.

If vehicle is not considered safe to operate, return the keys and report any defects immediately.

| Signature: | Date: |

---

July 2013
Dear All,

Just following up on today’s meeting when we discussed the process for notification to WorkCover of a ‘serious injury or illness’ or ‘dangerous incident’.

The Emergency plan includes the need for Security to contact one of us in the Health and Safety team if there is a serious incident. Jamie is contacted as Security manager and will determine if there is a need to call the Health and Safety team who will then make the necessary notification.

There is a useful fact sheet available on the WorkCover website that provides a good overview of how to determine when to report, and handy lists and examples relating to / defining ‘serious injury or illness’ or ‘dangerous incidents’. The fact sheet is available via this webink:


The relevant page of the WorkCover website is here:


Please contact Neill or myself if you have any questions regarding this,

Kind regards, Dylan.

DYLAN MITCHELL
Senior Safety Officer
Health and Safety / Human Resource Services
Vice-Chancellor’s Division

T: +61 2 4921 2053  F: +61 2 4921 6982
E: Dylan.Mitchell@newcastle.edu.au

The University of Newcastle (UoN)
Incident notification

The *Work Health and Safety Act 2011* (WHS Act) requires the regulator to be notified of certain ‘notifiable incidents’. This fact sheet will help you decide whether the regulator needs to be notified of a work-related injury, illness or dangerous incident under the act.

Work health and safety regulators are committed to preventing work-related deaths and injuries. Notifying the regulator of ‘notifiable incidents’ can help identify causes of incidents and prevent similar incidents at both that workplace and other workplaces.

The *Work Health and Safety Act 2011*

Part 3 of the WHS Act requires the regulator to be notified of serious workplace incidents and for the site of these incidents to be preserved until an inspector arrives or directs otherwise (subject to some exceptions).

In summary part 3 of the WHS Act requires:

- immediate notification of a ‘notifiable incident’ to the regulator after becoming aware of it
- if the regulator asks – written notification within 48 hours of the request
- preservation of the incident site until an inspector arrives or directs otherwise.

Failing to notify is a criminal offence and penalties apply.

What is a ‘notifiable incident’

A ‘notifiable incident’ as outlined in the WHS Act is:

- the death of a person
- a ‘serious injury or illness’, or
- a ‘dangerous incident’

arising out of work carried out by a business or undertaking or a workplace.

‘Notifiable incidents’ may relate to any person – whether an employee, contractor or member of the public.

Only the most serious safety incidents are intended to be notifiable, and they trigger requirements to preserve the incident site pending further direction from the regulator – see page 2.

Serious injury or illness

Notification is required of a serious injury or illness of a person if they require any of the following.

Note: even if immediate treatment is not readily available, for example because the incident site is rural or remote or because the relevant specialist treatment is not available, the notification must still be made.
<table>
<thead>
<tr>
<th>Trigger</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate treatment as an in-patient in a hospital</td>
<td>Admission into a hospital as an in-patient for any duration, even if the stay is not overnight or longer.</td>
</tr>
<tr>
<td></td>
<td><strong>It does not include:</strong></td>
</tr>
<tr>
<td></td>
<td>• Out-patient treatment provided by the emergency section of a hospital (ie not requiring admission as an in-patient) and immediate discharge.</td>
</tr>
<tr>
<td></td>
<td>• Subsequent corrective surgery such as that required to fix a fractured nose.</td>
</tr>
<tr>
<td>Immediate treatment for the amputation of any part of the body</td>
<td>Amputation of a limb such as arm or leg, body part such as hand, foot or the tip of a finger, toe, nose or ear.</td>
</tr>
<tr>
<td></td>
<td><strong>It does not include:</strong></td>
</tr>
<tr>
<td></td>
<td>• Bruising or minor abrasion or laceration to the skin.</td>
</tr>
<tr>
<td>Immediate treatment for a serious head injury</td>
<td>• Fractured skull, loss of consciousness, blood clot or bleeding in the brain, damage to the skull to the extent that it is likely to affect organ/face function.</td>
</tr>
<tr>
<td></td>
<td>• Head injuries resulting in temporary or permanent amnesia.</td>
</tr>
<tr>
<td>Immediate treatment for a serious eye injury</td>
<td>• Injury that results in or is likely to result in the loss of the eye or total or partial loss of vision.</td>
</tr>
<tr>
<td></td>
<td>• Injury that involves an object penetrating the eye (for example metal fragment, wood chip).</td>
</tr>
<tr>
<td></td>
<td>• Exposure of the eye to a substance which poses a risk of serious eye damage.</td>
</tr>
<tr>
<td></td>
<td><strong>It does not include:</strong></td>
</tr>
<tr>
<td></td>
<td>• Eye exposure to a substance that merely causes irritation.</td>
</tr>
<tr>
<td>Immediate treatment for a serious burn</td>
<td>A burn requiring intensive care or critical care which could require compression garment or a skin graft.</td>
</tr>
<tr>
<td></td>
<td><strong>It does not include:</strong></td>
</tr>
<tr>
<td></td>
<td>• A burn that merely requires washing the wound and applying a dressing.</td>
</tr>
<tr>
<td>Immediate treatment for the separation of skin from an underlying tissue (such as degloving or scalping)</td>
<td>Separation of skin from an underlying tissue such that tendon, bone or muscles are exposed (de-gloving or scalping).</td>
</tr>
<tr>
<td>Immediate treatment for a spinal injury</td>
<td>Injury to the cervical, thoracic, lumbar or sacral vertebrae including the discs and spinal cord.</td>
</tr>
<tr>
<td>Immediate treatment for the loss of a bodily function</td>
<td>Loss of consciousness, loss of movement of a limb or loss of the sense of smell, taste, sight or hearing, or loss of function of an internal organ.</td>
</tr>
<tr>
<td></td>
<td><strong>It does not include:</strong></td>
</tr>
<tr>
<td></td>
<td>• mere fainting, or</td>
</tr>
<tr>
<td></td>
<td>• a sprain, strain or fracture.</td>
</tr>
<tr>
<td>Immediate treatment for serious lacerations</td>
<td>• Serious lacerations that cause muscle, tendon, nerve or blood vessel damage or permanent impairment.</td>
</tr>
<tr>
<td></td>
<td>• Deep or extensive cuts.</td>
</tr>
<tr>
<td></td>
<td>• Tears of wounds to the flesh or tissues – this may include stitching to prevent loss of blood and/or other treatment to prevent loss of bodily function and/or infection.</td>
</tr>
<tr>
<td>Medical treatment within 48 hours of exposure to a substance</td>
<td></td>
</tr>
</tbody>
</table>
### Trigger

Any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:

- with micro-organisms
- that involves providing treatment or care to a person
- that involves contact with human blood or body substances
- that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.

<table>
<thead>
<tr>
<th>The following occupational zoonoses contracted in the course of work involving handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:</th>
</tr>
</thead>
</table>
| Q fever
| Anthrax
| Leptospirosis
| Brucellosis
| Hendra Virus
| Avian Influenza
| Psittacosis. |

### Example

<table>
<thead>
<tr>
<th>Treatment</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘Treatment’ means the kind of treatment that would be required for a serious injury or illness and includes ‘medical treatment’ (ie by a registered medical practitioner), treatment by a paramedic or treatment by a registered nurse.</td>
</tr>
</tbody>
</table>

### Dangerous Incidents (commonly referred to as ‘near misses’)

Notification is also required of any incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person’s health or safety emanating from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock:
  - examples of electrical shock that are not notifiable
    - shock due to static electricity
    - ‘extra low voltage’ shock (ie arising from electrical equipment less than or equal to 50V AC and less than or equal to 120V DC)
    - when defibrillators are used deliberately to shock a person for first aid or medical reasons
  - examples of electrical shocks that are notifiable
    - minor shock resulting from direct contact with exposed live electrical parts (other than ‘extra low voltage’) including shock from capacitive discharge
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be design or item registered under the work health and safety regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
- the interruption of the main system of ventilation in an underground excavation or tunnel.

Any of these occurrences are reportable as a ‘dangerous incident’ (or ‘near miss’) if a person is exposed to a serious risk from immediate or imminent exposure to a hazard.

For most hazards such as plant or a structure collapsing a person will need to be in the immediate vicinity to be exposed to a serious risk to their health or safety.

However some hazards such as an uncontrolled leak of a hazardous gas or a fire can travel towards a person and expose them to a serious risk to health and safety away from the original source.

A dangerous incident includes both immediate serious risks to health or safety, and also a risk from an immediate exposure to a substance which is likely to create a serious risk to health or safety in the future, for example asbestos or chemicals.

Only occurrences involving a ‘serious risk’ are notifiable taking into account the likelihood of a serious illness or injury occurring from the incident. This would include any situation which seriously endangers or threatens the health or safety of a person.

Only work-related incidents are notifiable

Sometimes incidents occur at a workplace (or in the vicinity of a workplace) that do not arise out of work, or the way work is carried out or the workplace itself. These kinds of incidents that are unrelated to work or a workplace are not notifiable. For example:

- a worker or another person suffers a heart attack while at work which is unrelated to work or the workplace
- an amateur athlete is injured while playing for the local soccer team and requires immediate medical treatment (this is not work)
- a person driving to work is injured in a car accident (where driving is not part of their work)
- a person with a known history of epilepsy has a seizure at work.

Work-related incidents that occur outside a workplace may be notifiable

Work-related incidents may occur outside the workplace and these may still be notifiable if they involve a death, serious illness or injury or a dangerous incident. For example:

- an object like a hand tool is kicked off a multi-storey building under construction hitting a person below
- scaffold collapse that causes serious injury to persons below
- cladding is dislodged off a multi-storey building that is a workplace, hitting a person passing by at street level.

Who is responsible for notifying

Any person conducting a business or undertaking (PCBU) from which the ‘notifiable incident’ arises must notify the regulator immediately after becoming aware that it has occurred.

A PCBU is a term that encompasses types of modern working arrangements. It can include corporations, partnerships, unincorporated or incorporated associations, the self employed, sole traders or the Crown.

For more information on the definition of a PCBU see the Interpretive guidelines: the meaning of ‘person conducting a business or undertaking’.

Incidents involving multiple businesses or undertakings

If the ‘notifiable incident’ arises out of more than one business or undertaking then each must ensure that the incident has been notified to the regulator.

In these circumstances the duty holders must, so far as is reasonably practicable, consult, cooperate and coordinate to put appropriate reporting and notification arrangements in place.

For example contractors at a construction workplace may agree that the principal contractor for the workplace will notify of all ‘notifiable incidents’ that occur at the workplace.
Incidents involving a ‘state-based contractor working for a Commonwealth entity’

Workplaces shared by a Commonwealth entity and one or more state-based contractors may be covered by both Commonwealth and state or territory work health and safety laws.

For example an asbestos removal company is engaged by the Department of Defence (Defence) to carry out asbestos removal work at Randwick Army Barracks in Sydney and a dangerous incident occurs (as defined above). Because the incident has occurred at a place where work is carried out for Defence (on behalf of the Commonwealth) the company must ensure that both Comcare and WorkCover are notified of the incident. Defence and the company may co-operate so that only one notification is made to Comcare and WorkCover NSW on behalf of both.

When and how to notify

A regulator must be notified of a ‘notifiable incident’ immediately after the PCBU becomes aware of the incident arising from the business or undertaking.

See page 7 for contact details.

The notice must be given by the fastest possible means. In NSW this is by telephone on 13 10 50.

For after-hours notifications the 13 10 50 number will provide options for you to be diverted to WorkCover’s After Hours Emergency Service.

When notifications are made by telephone follow-up information may be requested either by telephone or in writing. If you are asked to follow-up in writing you must provide the required information in writing within 48 hours of the request being made.

Regulators have adopted a commonsense approach to assessing whether an incident has been notified immediately. In other words incidents must be notified immediately as the particular circumstances permit.

In general a PCBU ‘becomes aware’ of a notifiable incident at the time that any of their workers in supervisory or managerial roles become aware of that incident. For example if a worker suffers a serious injury and notifies their immediate supervisor it is at this point that the PCBU is considered to be aware of the incident. PCBUs should put into place internal notification procedures to ensure compliance with their notification obligations.

It is essential that PCBUs develop appropriate internal communication systems to ensure safety incidents are promptly brought to the relevant persons’ attention.

Information that will be requested

A clear description of the incident with as much detail as possible will help the regulator assess whether or not the incident is notifiable and the need for a follow-up investigation by the regulator.

Where insufficient details are provided in a telephone notification, the regulator may contact the notifier if further information is required. All work health and safety regulators have agreed that the following (see table below) information should be collected as a minimum at the point of incident notification.

<table>
<thead>
<tr>
<th>What happened: an overview</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Provide an overview of what happened.</td>
<td></td>
</tr>
<tr>
<td>• Nominate the type of notifiable incident – was it death, serious injury or illness, or ‘dangerous incident’ (as defined above)?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>When did it happen</th>
<th>Date and time.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Where did it happen</th>
<th>Incident address.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details that describe the specific location of the notifiable incident – for example section of the warehouse or the particular piece of equipment that the incident involved – to assist instructions about site disturbance.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What happened: detailed description</th>
<th>Detailed description of the notifiable incident.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Who did it happen to</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Injured person’s name, salutation, date of birth, address and contact number.</td>
<td></td>
</tr>
<tr>
<td>• Injured person’s occupation.</td>
<td></td>
</tr>
<tr>
<td>• Relationship of the injured person to the entity notifying.</td>
<td></td>
</tr>
</tbody>
</table>
How and where are they being treated (if applicable)

- Description of serious injury or illness – ie nature of injury.
- Initial treatment of serious injury or illness.
- Where the patient has been taken for treatment.

Who is the person conducting the business or undertaking (there may be more than one)

- Legal and trading name.
- Business address (if different from incident address), ABN/ACN and contact details including phone number and email.

What has/is being done

Action taken or intended to be taken to prevent recurrence (if any).

Who is notifying

- Notifier’s name, salutation, contact phone number and position at workplace.
- Name, phone number and position of person to contact for further information (if different from above)

Although all of this information may not be available at the time of notification, PCBUs must still notify the regulator immediately of the incident and provide the information they have. The rest of the information will be collected by the regulator at a later time.

Site preservation

The person with management or control of a workplace at which a notifiable incident has occurred must ensure, so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or directs otherwise (whichever is earlier).

Requirements to preserve the incident site apply to any plant, substance, structure or thing associated with the notifiable incident. This means that any evidence that may assist an inspector to determine the cause of the incident is preserved.

An incident site may be disturbed:

- to assist an injured person
- to remove a deceased person
- to make the site safe or to minimise the risk of a further notifiable incident
- to facilitate a police investigation, or
- after an inspector has given a direction to do so either in person or by telephone.

The sooner the regulator is notified, the sooner the site can be released.

If, however, after arriving at the incident site an inspector considers that it should remain undisturbed in order to facilitate investigation of the incident they may issue a non-disturbance notice. This notice must specify the period for which the notice is to apply – no more than seven days.

Penalties apply if an individual or body corporate fails to preserve a site.

Site preservation requirements only apply to the incident site

Requirements to preserve a site only apply in relation to the immediate area where the incident occurred – not the whole workplace.

Directions on site preservation

If you are unsure about what you need to do to preserve a site, ask the regulator when you notify them of the incident.

You can also ask the regulator to be relieved of your legal obligations to preserve the incident site at this point – even if you don’t meet the strict criteria above.

Upgrading notifications

If a notifiable incident escalates from a serious illness or injury to a death the regulator must be separately notified of the death immediately after becoming aware that the person has died.

Record keeping requirements

The notifier must keep a record of the notifiable incident for at least five years from the date of notification. Penalties apply for failing to do so.
As a practical matter these records should include any directions or authorisations given by an inspector at the time of notification (including authorisations to disturb incident sites) and any confirmation you received from the regulator that you notified them about the incident.

**Contact details for regulators**

To notify a ‘notifiable incident’ contact the regulator in the relevant jurisdiction (see table below).

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Regulator</th>
<th>Telephone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>New South Wales</td>
<td>WorkCover NSW</td>
<td>13 10 50</td>
<td>Not applicable for notifications</td>
</tr>
<tr>
<td>Victoria</td>
<td>WorkSafe Victoria</td>
<td>1800 136 089</td>
<td>worksafe.vic.gov.au</td>
</tr>
<tr>
<td>Queensland</td>
<td>Workplace Health and Safety Qld</td>
<td>1300 369 915</td>
<td>worksafe.qld.gov.au</td>
</tr>
<tr>
<td>South Australia</td>
<td>SafeWork SA</td>
<td>1300 365 255</td>
<td>safework.sa.gov.au</td>
</tr>
<tr>
<td>Western Australia</td>
<td>WorkSafe WA</td>
<td>1300 307 877</td>
<td>worksafe.wa.gov.au</td>
</tr>
<tr>
<td>Australian Capital Territory</td>
<td>WorkSafe ACT</td>
<td>(02) 6207 3000</td>
<td>worksafety.act.gov.au</td>
</tr>
<tr>
<td>Tasmania</td>
<td>Workplace Standards Tasmania</td>
<td>1300 366 322 (Tas)</td>
<td>wst.tas.gov.au</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(03) 6233 7657 (External)</td>
<td></td>
</tr>
<tr>
<td>Northern Territory</td>
<td>NT WorkSafe</td>
<td>1800 019 115</td>
<td>worksafe.nt.gov.au</td>
</tr>
<tr>
<td>Commonwealth</td>
<td>Comcare</td>
<td>1300 366 979</td>
<td>comcare.gov.au</td>
</tr>
</tbody>
</table>

**Further information**

For further information on notifiable incidents including the relevant laws please contact your work health and safety regulator.

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**Disclaimer**

This publication may contain work health and safety and workers compensation information. It may include some of your obligations under the various legislations that WorkCover NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website (www.legislation.nsw.gov.au).

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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THE UNIVERSITY OF NEWCASTLE
FACULTY OF HEALTH AND MEDICINE
HEALTH & SAFETY COMMITTEE

Minutes of the meeting of the FHEAMH&S Committee held on Tuesday 18 February 2014 at 9.15am in room HA158, Hunter Building, Callaghan Campus.

Present
- Dr John Fitter, Chair
- Ms Anna Bukey, Hunter Building
- Ms Merryl Case, Medical Sciences Building
- Dr Gough Au, Hunter Medical Research Institute
- Ms Elaine Terry, Management – Health and Medicine
- Ms Deborah Edmunds, LSB – SBS7P
- Mr Dylan Mitchell, Occupational Health and Safety Team
- Dr Kathryn Skelding, Level 3, LSB
- Dr Maya Guest, Health Sciences
- Ms Penny Mahoney, Richardson Wing
- Mr Tony Rothkirch, RSU

In Attendance
- Jill Dalton, Secretary

APOLOGIES
- Associate Professor David Newby, Mater Hospital
- Mr Dean Jeffs, Faculty of Health and Medicine
- Mr Jeffrey Marley, Health Sciences
- Ms Kate Akhurst-Dennis, Family Action Centre
- Mr Neill Bourne, Health and Safety Team
- Professor Margaret Dunkley, HMRI Building Committee

1.0

The Chair, Dr John Fitter, announced the Faculty of Health and Medicine, Health and Safety Committee as open and welcomed existing members. The Chair also welcomed Dr Maya Guest who was representing Mr Jeffrey Marley.

2.0 MINUTES OF THE LAST MEETING

2.1 The Minutes from the FHEAMH&S Committee (13/06) meeting of 26 November 2013 were confirmed.

3.0 BUSINESS ARISING FROM THE MINUTES

3.1 Life Sciences Building Pigeon Problem

John Fitter reported that there had been no further information regarding the pigeon issue in the MSB walkway however there is a cleaning program in place.

Action John Fitter to keep the Committee updated.

3.2 Air Conditioning in Biochemical Laboratory, Level 3, LSB

Kathryn Skelding reported that the air conditioner in Lab MSB3.17 had been fixed however Labs MSB3.26 and 3.27 are not working and a thermometer is being used to record temperatures. Elaine Terry to follow this matter up with Infrastructure and Facilities Services.

It was noted that there was a lack of air conditioning in the Hunter Building, Medical Sciences Building and Life Sciences Building.

Action Elaine Terry to keep the Committee updated.
3.3 **Temperature issue in Clinical Laboratory, Richardson Wing**

John Fitter advised that this matter had been raised that the University Health and Safety Committee.

Penny Mahoney reported that new power supply had been installed and that 50% of the Labs in the Richardson Wing now have been installed with air conditioning. The remaining four (4) Labs were still to be installed. Maximo’s will continue to be submitted as required.

**Action** Penny Mahoney to keep the Committee updated.

3.4 **‘Sharps’ Containers at HMRI**

John Fitter reported that ‘sharps containers’ had been installed in all toilets at HMRI. This issue has now been resolved and can be removed from the agenda.

3.5 **Swipecard Access in Life Sciences Building**

Kathryn Skelding reported that swipecard access had not been installed on Level 3 as yet however levels 2 and 4 have been completed except Lab LSB4.19.

It was noted that the OGTR are due to inspect these Laboratories.

**Action** Kathryn Skelding to keep the Committee updated.

3.6 **Faulty -80° Freezer**

Kathryn Skelding advised the Committee that there were still a number of frozen items in the faulty -80° freezer in MSB. These will be disposed of as contaminated waste. The freezer will be decommissioned and removed. This issue has been resolved and can be removed from the Agenda.

3.7 **University Contractor Safety Issues**

Dylan Mitchell advised that any issues relating to contractors, should be referred to Infrastructure and Facilities Services. This issue has been resolved and can be removed from the Agenda.

3.8 **Evacuation Points for MSB West**

Deborah Edmunds reported that the two (2) Evacuation Plan Points for MSB West were inaccurate. After discussion with Infrastructure and Facilities Services, the plan will be redone to show one (1) evacuation point. The second evacuation point is still to be investigated.

**Action** Deborah Edmunds to keep the Committee updated.

3.9 **Health and Safety Staff Inductions**

Dylan Mitchell advised the Committee that the number of staff who had completed inductions were recorded in the Health and Safety Quarterly Report (January to December 2013). This issue has been resolved and can be removed.

3.10 **MSB West Fire Wardens and First Aid Officers**

Deborah Edmunds advised the Committee that she and Doug Gillespie would continue to be Fire Wardens and First Aid Officers for MSB West. Given staff relocation, there is now a need to recruit Fire Wardens and First Aid Officers for Level 2, LSB.

**Action** Deborah Edmunds to keep the Committee updated.

3.11 **Wax Machine in LSB**

Kathryn Skelding reported that the Wax Machine was still in the main thoroughfare of LSB.

Deborah Edmunds advised she had requested a quotation on Wax Mats. These would still be required no matter the location of the machine. Deborah to follow up with Phil Dickson if this equipment is to be relocated.

**Action** Deborah Edmunds to keep the Committee updated.
3.12 Puddles on LSB Walkway
Tony Rothkirch advised the Committee that Maximo’s will continue to be submitted as required. This issue has been resolved and can be removed from the agenda.

3.13 Evacuation Plan for EMX Building
No report on this item. To remain on the agenda.

4.0 INCIDENT AND ACCIDENT REPORTS

4.1 Health & Safety Quarterly Report (October to December 2013)
The Faculty of Health and Medicine, Health & Safety Quarterly Report for October to December 2013 was received. A number of issues were discussed including the Faculty of Health and Medicine Health & Safety Induction statistics.

4.2 Associate Director Health and Safety Report
The Associate Director Health and Safety report was received. A number of items were discussed including using suitable containers to store chemicals. Dylan Mitchell to forward this information to laboratories and the wider University community as appropriate.
John Fitter reported on an incident with a student at HMRI carpark during an evacuation held in December.

Action Dylan Mitchell to keep the Committee updated regarding suitable containers.

5.0 WORKGROUP REPORTS

5.1 Medical Sciences Building
No issues to report however it was noted that a number of staff are moving to the MSB West building.

5.2 Medical Sciences Building West
Meryl Case reported on a number of issues as follows:
- no paper towel dispenser and bin in level 2 unisex toilet;
- condensation on fridges resulting in water pooling on the floor;
- Water condensation behind wall panels coming from the pump room.
Deborah Edmunds advised that around 450 faults had been listed by the building inspectors.
Meryl Case to discuss with Infrastructure and Facilities Services the need for the air conditioning to remain continuously running in the labs.

Action Meryl Case to keep the Committee updated.

5.3 Bowman Building
No report

5.4 Life Sciences Building
Kathryn Skelding reported that the chairs in the laboratories are not compliant. To follow up with Melissa Musicka with regard to purchasing new chairs through Health & Safety.

Action Kathryn Skelding to keep the Committee updated.

5.5 Research Services Unit
No issues to report however Tony Rothkirch advised that the IBC had some structural issues in the lab during a recent inspection. This has now been addressed.
5.6 John Hunter Hospital

John Fitter advised that John Hunter Hospital and the University of Newcastle will be carrying out a review on the Endocrinology Laboratory. This space is shared by other researchers.

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<th>Action</th>
<th>John Fitter to keep the Committee updated.</th>
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5.7 Hunter Building

Anna Bukey reported that new furniture had been placed in walkways in the Hunter Building. This is a potential trip hazard and impacts on fire exits. There had been no consultation from Infrastructure and Facilities Services with regard to the placement of this furniture.

Elaine Terry to follow up with Alan Tracey, Director, Infrastructure and Facilities Services.

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<th>Action</th>
<th>Elaine Terry to keep the Committee updated.</th>
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5.8 Newbolds

No report.

5.9 Hunter Medical Research Institute

Margaret Dunkley provided an email as follows:

No issues. Could just report that representatives from UoN H&S, IBC, CRTC, and School of Biomedical Sciences & Pharmacy Safety Officer have visited the new MRI facility at the HMRI building. Human scanner safety & ethics is in place but still some work to do re the Agilent NMR room where biopsies etc can be analysed.

I have completed an audit of S8 drugs and pentobarbitone storage and records for the HMRI building and Cleaner/Maintenance worker inductions for PC2 labs are being prepared.

Kind regards, Margaret

Gough Au reported that there was still a strong smell of mice in the HMRI building.

John Fitter reported that at a recent building evacuation, a significant amount of time had been taken to ensure the area he was responsible for was clear. This process should be reviewed.

5.10 Mater Hospital

No report.

5.11 Richardson Wing

Penny Mahoney reported that offices facing the west had no protection against the sun and heat. Elaine Terry requested that a Maximo be submitted to install blinds and tinting.

There is also an issue with broken lino in a number of locations in the Richardson Wing that may cause trip hazards. Maximos will be submitted.

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<tr>
<th>Action</th>
<th>Penny Mahoney to keep the Committee updated.</th>
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5.12 Waratah

No report.
5.13 **Family Action Centre**

An email from Kate Ackhurst-Dennis as follows:

*I have read the report thank you. I am unable to attend the committee meeting tomorrow as I have jury duty at 9am. Please convey my apologies.*

*And many thanks to you Dylan for progressing the Family Action Centre water damage matter a few weeks ago. Your involvement worked wonders, and was especially good for morale.*

*Regards, Kate*

6.0 **LAB INSPECTIONS**

6.1 Deborah Edmunds advised that lab inspection will commence again in the next couple of weeks.

**Action** Deborah Edmunds to keep the Committee updated.

7.0 **REPORT FROM UNIVERSITY HEALTH & SAFETY COMMITTEE**

7.1 No report for this item.

8.0 **OTHER BUSINESS**

8.1 **Letter of Invitation to Dr Jude Weidenhofer**

A copy of the letter of invitation to Dr Jude Weidenhofer was received and noted. Unfortunately Dr Weidenhofer declined the invitation as follows:

*Dear Jill,

Kathryn Skelding had spoken to me about this, and initially I was interested, however I have recently had a large addition to my teaching load this year and feel I would be unable to be involved. In particular, now knowing the meeting day it would clash with my teaching.*

*Please keep me in mind next time there is an opening as I think it is important to have an Ourimbah representative on this committee.*

*Regards, Jude*

8.2 **Research Consumable Store – Bucket/Pails**

Kathryn Skelding reported that a number of new buckets/pails purchased through the RC Store cannot be used for ‘sharps’. A label on the newer containers provided this advice however the older containers are still suitable for ‘sharps’.

John Fitter to forward an email to laboratories informing them of this issue and he advised that Margaret Dunkley has forwarded a catalogue around indicating the correct bucket/pail to purchase.

Elaine Terry to organise an audit on sales and replace those recent purchases with the correct bucket.

**Action** Elaine Terry to keep the Committee updated.

8.3 **Restructure of Infrastructure and Facilities Services**

Elaine Terry reported that a meeting would be arranged with Alan Tracey to discuss the relationship between the Faculty and IFS. Discussion would also include the needs of the Faculty and the Research Consumable Store.

**Action** Elaine Terry to keep the Committee updated.
9.0 NEXT MEETING

The next meeting of the Faculty Health and Safety Committee will commence at 9.15am on **Tuesday 15 April 2014** in the Cameron Room, Level 4, HMRI.

CONFIRMED: ................................................

[Dr John Fitter (Chair)]

DATE: ..............................................
**Your Guide to UON Alert Levels**

You receive an alert message:
- Look for signs of danger or an emergency.
- Stay where you are.
- Prepare to evacuate.
- Await further instructions.

You hear the evacuation alarm:
- Stay calm!
- Follow directions of those in charge.
- Collect personal items.
- Move calmly to the exit.
- Do not use lifts.
- Move to the assembly area.
- Stay there until instructed.

Warden instructs a lockdown response:

**In an Emergency**

**Contact Security**

Callaghan & City Precinct:  (02) 4921 5888
Central Coast:  (02) 4348 4222
Port Macquarie:  0412 595 054

Go online & learn the procedures:  [www.newcastle.edu.au/emergency](http://www.newcastle.edu.au/emergency)
Dear All,

(University Health and Safety Committee members and invited guests)

As outlined in the Health and Safety report for this week’s UHSC meeting, the Health and Safety Team have recently undertaken further development work on the attached interactive PDF Safety Review form to allow it to be utilised for risk assessment for essentially any University activity – Research, Teaching, or another activity type such as an overseas placement or organising an event.

I am writing to request that you review the form when you have time, and provide any feedback you may have regarding content or function via reply to this email address by COB 11 April. We are planning to publish this latest version to the web mid-April, which will effectively replace 5 other separate outdated forms (in current and previous use). The key improvements relate to greater detail regarding chemical hazards, and improved data capture functions for reporting purposes and tracking of processing times.

Thank you for your time and assistance.

Dylan.

DYLAN MITCHELL
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