

## Level 1 OHS Committee Meeting 9<sup>th</sup> December 2005 – Minutes and Action Schedule

Agenda Item				
<b>1. Welcome</b>				
In Attendance: Mr Neil Morris (Chair), Mr Harry Rosenthal, Ms Kathy Richardson, Mr Lindsay O'Keeffe, Prof. Mike Archer,, A/Prof Mike Brungs, Ms Vicky Tatarinoff, Mr Chris Garrod, Mr Michael Pratt, Mr Jennifer Hartley (Secretary)				
<b>2. Apologies</b>				
A/Prof Chris Winder, Mr Dennis Cameron				
<b>3. Confirmation of Minutes of Previous Meeting</b>				
The minutes were accepted with minor alterations.				
Agenda Item	Decision/Action	By Whom	Due Date	Status
<b>4. Business Arising from the Minutes</b>				
<b>4.1 OHS Briefing to Senior Management Group</b>	Mr Morris attended the Senior Management Group meeting in October, presenting a paper on OHS at UNSW. This will become a regular report to SMG.	<b>Mr Morris</b>		<b>Done</b>
<b>4.2 Critical Incident Communication Plan (CICP)</b>	Ms Richardson met separately with Ms Gaye Cameron (Emergency Manager) and Mr John Comb (Risk and Insurance Manager). They identified the following issues which need to be addressed, including: who will activate the plan; link to Business Continuity Plan needs to be clarified. A wider membership of the CICP steering committee may be needed for Bird Flu management strategy forward planning; contactibility of critical people in the event of an incident has been identified as an issue by the Emergency Manager and needs to be resolved. Ms Cameron will be invited to attend the next meeting of the CICP (to be arranged by the RMU) at which time the committee will consider her becoming a member.	<b>Ms Richardson</b>	<b>10 Mar 06</b>	<b>Pending</b>
<b>4.3 OHS Hazards and Risk Registers Sub-Committee Report</b>	Ms Richardson met with Mr Garrod, and the document is now complete. <ul style="list-style-type: none"> <li><i>Document to be posted on the web.</i></li> </ul>	<b>RMU</b>	<b>15 Jan 06</b>	<b>Done</b>
<b>4.4 Level of Biological Laboratory Non-Compliance at UNSW</b>	Mr Rosenthal's Memo from Level 1 OHS Committee will be tabled next week's Asset Management Committee Meeting. The labs need to be upgraded to PC2 status (estimated cost of \$50 million to the Faculties of Medicine and Science), but for 2006 they will operate under protocols to identify and manage risks. Several Labs will also need to be upgraded to AQIS standard. <ul style="list-style-type: none"> <li><i>Mr Rosenthal to provide feedback of progress for March meeting.</i></li> </ul>	<b>Mr Rosenthal</b>	<b>10 Mar 06</b>	<b>Pending</b>
<b>4.5 Working From Home Arrangement for UNSW Staff</b>	Ergonomic webpage has been completed by the Return to Work Co-ordinator, Ms MacManus. <ul style="list-style-type: none"> <li><i>Document to be posted on the web.</i></li> </ul>	<b>RMU</b>	<b>15 Jan 06</b>	<b>Done</b>
<b>4.6 Payment of Allowance to</b>	A Working Party of Mr Rosenthal, A/Prof Winder and Mr. Garrod have identified	<b>OHSCcommittees</b>	<b>31 Jan 06</b>	<b>Pending</b>

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<b>OHS Convenors and Committee Members</b>	possible methods of recognition and will present these next meeting. <ul style="list-style-type: none"> <li>Sub-Committee to work on recognition of OHS and publicity in January.</li> </ul>	<b>Recognition Sub-Committee</b>		
<b>4.7 Report on Workplace Ergonomic Software Trial</b>	Mr Rosenthal has written to Mr Garry McLennon, UNSW CFO, regarding the accessing of surplus Workers Compensation funds for OHS prevention activity. <ul style="list-style-type: none"> <li>Mr Rosenthal to report on progress of application at next meeting.</li> </ul>	<b>Mr Rosenthal</b>	<b>10 Mar 06</b>	<b>Pending</b>
<b>4.8 UNSW OHS Strategic Priorities 2005-2006</b>	Mr Morris spoke to the individual members of the SMG who viewed the OHS Strategic Plan as more Operational than Strategic. It will be used as the basis for developing a succinct OHS Strategic Plan which will then be circulated to SMG by Director, Human Resources and then tabled at the next Level 1 Meeting. <ul style="list-style-type: none"> <li>Working Party to produce revised draft OHS Strategic Plan.</li> </ul>	<b>Ms Richardson Mr Rosenthal Mr Morris</b>	<b>10 Mar 06</b>	<b>Pending</b>
<b>4.9 Academic OHS Responsibility and Awareness Strategy</b>	A/Prof Brungs, Prof Archer and A/Prof Winder provided Ms Richardson with suggestions on promoting OHS to Academics at UNSW. The committee was informed of an initiative to provide a web-based Laboratory Safety Awareness course in the Faculty of Engineering. Mr Morris suggested development of such courses might be a good use of Workers Compensation funds. Online Assessment of RPL would be another option to consider. Administer Training will provide OHS training records from 2006. <ul style="list-style-type: none"> <li>The Committee to approach the Chief Financial Officer for funds to develop Web-based training courses</li> </ul>	<b>Mr Rosenthal Mr Morris</b>	<b>10 Mar 06</b>	<b>Pending</b>
<b>4.10 UNSW Climate Survey 2005</b>	The Climate survey is on hold.			
<b>4.11 Arrangements for Electrical Testing and Tagging of Student Equipment</b>	Ms Richardson informed the meeting that none of the Universities in the GO8 group pay for Electrical Testing and Tagging of their students laptop equipment. It was suggested that the Student Guild might be interested in offering Electrical Testing and Tagging of student equipment. <ul style="list-style-type: none"> <li>Mr Pratt, student representative to explore possibility of the Student Guild offering Electrical Testing and Tagging for a fee.</li> </ul>	<b>Mr Pratt</b>	<b>10 Mar 06</b>	<b>Pending</b>

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<b>4.12 L3 OHS Committees Key Performance Indicators Checklist</b>	<p>A syndicate group in the OHS section has developed a revised OHS performance indicators checklist for all 3 levels of the Consultation Structure at UNSW. These have been passed onto Ms Tatarinoff, Ms Noble and Mr Garrod. The Level 2 &amp; 2/3 Chairs have been asked to review and provide feedback to Ms Hawkin from the syndicate. Revision needed to current performance indicators.</p> <ul style="list-style-type: none"> <li>• <i>Report will be tabled at next Level 1 OHS Meeting in March</i></li> </ul>	<b>OHS Committee Chairs OHS Section</b>	<b>10 Mar 06</b>	<b>Pending</b>
<b>4.13 NSW Occupational Health and Safety (Workplace Deaths) Amendment Act 2005</b>	<p>All items have been actioned.</p>			<b>Done</b>
<b>4.14 UNSW Risk Rating Matrix, Annual Review - Issue Paper and Proposed Revised Risk Rating</b>	<p>The UNSW Risk Rating Matrix was revised by Ms Richardson in accordance with comments made by the Level 2 and 2/3 Chairpersons, and other feedback provided to her. Ms Richardson indicated that Faculty of Science Level 2 OHS Committee and Professor Jean Cross, Head, School of Safety Science and Chair, Risk Management Committee of Australian Standards had expressed reservations. Mr O'Keeffe indicated that the Faculty of Engineering Level 2 OHS Committee had expressed reservations and the matrix will need further revisions off line.</p>	<b>Ms Richardson, Mr Rosenthal, Mr Morris, Mr O'Keeffe</b>	<b>10 Mar 06</b>	<b>Pending</b>
<b>4.14 Executive Summary of Internal OHS Audit Program Review</b>	<p>Only a few responses were received by the Dean's Representative from the Deans as to their preferred audit options. Most indicated that Option A or B was acceptable with B slightly favored, but Option C was not. This reflected the view of the SMG. The committee resolved to change the internal OHS audit program to option B (ie. auditing at Faculty/Divisional level by RMU OHS auditors), but recognizing that high risk Faculties have additional needs. It is proposed to allocate audit time as follows: low risk Faculty (1 day); medium risk (2 days); and high risk faculties/divisions (3 days). Two auditors will audit medium and high risk Faculties. All auditors will audit in areas independent of those they support.</p> <ul style="list-style-type: none"> <li>• <i>KR to prepare the new OHS Audit schedule 2006-7 and submit at the next L1 OHS meeting.</i></li> </ul>	<b>Ms Richardson</b>	<b>10 Mar 06</b>	<b>Pending</b>

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<b>4.15 Revision of UNSW No Smoking Policy</b>	<p>The committee revisited this item. The new policy is to be called “UNSW Smoke Free Environment Policy”. Additional suggestions included: designating the whole of UNSW as non-smoking with the exception of designated areas where smoking is permitted, adequate signage of surrounding areas, designation of areas where smoking is permitted on zone maps.</p> <ul style="list-style-type: none"> <li>• <i>The Vice President of the Student Guild is to circulate policy among the Student Guild and provide feedback to Ms Hawkin.</i></li> <li>• <i>The RMU is to develop a policy Implementation Strategy and progress policy for approval by VC.</i></li> </ul>	<b>V-P of Student Guild Ms Richardson Ms Hawkin</b>	<b>10 Mar 06</b>	<b>Pending</b>
<b>6.3 Forward Planning for WorkCover 2006 OHS Audit of UNSW</b>	<p>The meeting was informed that WorkCover had advised the OHS Manager that the UNSW 2006 external OHS Audit has been rescheduled to early 2007. This will become a standing item. The proposed external audit communication plan to Faculties and Divisions will be delayed to early 2006.</p>			<b>Done</b>
<b>5. Standing Items</b>				
<b>5.1 OHS Consultation Structure Status Update</b>	<p>For Information. The updated OHS Consultation Status Aug 2005 document will be posted on the RMU's website. All Divisions have now established their OHS consultation structures</p>	<b>RMU</b>		<b>Done</b>
<b>5.2 UNSW Total Losses Statistics 2004 - 2005</b>	For Information.			
<b>5.3 Summary of OHS Training Conducted</b>	For Information.			
<b>5.4 Summary of Significant Incidents Mar - June 2005</b>	The Committee discussed the tabled Summary of Significant Incidents.			
<b>5.5 What's new in RMU?</b>	<p>For Information.</p> <ul style="list-style-type: none"> <li>• <i>RMU to post on its web site</i></li> </ul>	<b>Ms Richardson</b>	<b>15 Jan 06</b>	<b>Pending Pending</b>
<b>6. New Business</b>				
<b>6. 1 Annual Reports from Level 2 and 2/3 OHS Committees</b>	Annual reports were received from all Faculties and every Division which currently has a committee. The committee praised this excellent response, and discussed the results provided in the annual report summaries.			<b>Done</b>
<b>6.2 Improving Preparation of Risk Assessments at UNSW - C.Winder (Attachment)</b>	This item was deferred to the next meeting.		<b>10 Mar 06</b>	<b>Pending</b>
<b>6.3 Avian Flu (Attachment)</b>	Mr Rosenthal presented a briefing of the current state of forward planning at			<b>Done</b>

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	UNSW in the event of a Bird Flu outbreak in Australia and its impact on UNSW.			
<b>6.4 Feedback from GO8 OHS Managers Meeting</b>	<p>Ms Richardson provided the meeting with feedback on the recent GO8 OHS Managers Meeting held at ANU on 28<sup>th</sup> November 2005. A letter will be going to the DVC Research from the Go8 OHS Managers Group (via the OHS Manager University of Sydney) to promote a consistent approach to OHS risk management requirements across the GO8 universities.</p> <ul style="list-style-type: none"> <li>• <i>RMU will meet with UNSW DVC Research to discuss the letter.</i></li> </ul>	<b>Ms Richardson Ms Heggie</b>	<b>10 Mar 06</b>	<b>Pending</b>