

Level 1 OHS Committee Meeting 8th December 2006 – minutes and action schedule

Agenda Item				
1. Welcome				
2. Apologies				
Prof Mike Archer, Mr Clive McFarland extended their apologies, Mr Harry Rosenthal apologised for departing at 10.15am				
3. Confirmation of Minutes of Previous Meeting				
The minutes were accepted.				
Agenda Item	Decision/Action	By Whom	Due Date	Status
4. Business Arising from the Minutes				
CICP	Mr Rosenthal is no longer involved with business continuity and Mr Cameron is now responsible for this portfolio. <u>Action:</u> Report on status of CICP to be tabled at the next committee meeting		Mar 07	In Progress
4.2 Level of Biological Laboratory Non-Compliance at UNSW	Mr Egan of Facilities was unable to attend this Level 1 OHS meeting, but a meeting has taken place between him and representatives of the OHS section (Mr Janssen and Mr Bransdon). Work which needs to be carried out must be prioritised. <u>Actions:</u> <ul style="list-style-type: none"> • Mr Egan and Mr Graham to meet regarding upgrade of labs in 2007 • The Biosafety lab report to be converted into a business case. • L1 to follow up issue with Mr Egan. 	Mr Egan and Mr Graham Mr Janssen Ms Hartley	Mar 07	In Progress
4.3 Chemical and Other Laboratory Non-Compliance at UNSW	<u>Actions:</u> Audit on all laboratories (other than PC2 and Gene Technology), both research and teaching across UNSW to be performed.	OHS Team, Space Auditors	July 07	In Progress
4.4 Safety Awards	The Committee was informed that information about the awards has been distributed to the UNSW community and is available on the OHS website. There will be three awards for \$2000 each. The deadline for nominations is 22 nd of December 2006 and the committee were urged to nominate any staff in their areas who are deserving of reward contributions to safety at UNSW.			
4.5 L3 OHS Committees Key Performance Indicators Checklist	Held over until next meeting. <u>Action:</u> A Level 1 sub-group plus the chair of OHS Consultation syndicate groups to redraft performance indicators and sample agenda for L3 OHS Committees.	Mr Chris Garrod Ms Lavin A/Prof Winder Mr Morris Mr Szczepanski	Oct 06	Pending
4.6 Revision of UNSW No Smoking Policy	<u>Action:</u> Amendments to be finalised and policy issued with a three month trial period.	Mr Morris	Mar 07	Pending

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Agenda Item	Decision/Action	By Whom	Due Date	Status
5. Standing Items				
5.1 OHS Consultation Structure Status Update	Interim structure provided for information – Mr Graham reported that a level 2 committee has been established for the Division of COO with Mr Alan Egan as chair.			
5.2 UNSW Total Losses Statistics 2004 - 2005	Individual Faculty based five year statistical graphs were tabled at the meeting, and also the total losses report. It was noted that as part of OHSMS review it has been agreed to purchase an electronic resource which will improve UNSW's ability to extract and analyse statistical information regarding incidents and hazards at UNSW. <u>Action:</u> A five year UNSW wide graphical analysis to be tabled at the next meeting.	Ms Hartley	Mar 07	Pending
5.3 Summary of Significant Incidents Nov 05 – Feb 06	Tabled for information Incidents were discussed with a view to learning from the causes and responses. It was noted that some fundamentals need to be reinforced across UNSW, such as everyone knowing what the security number (x56666) is. It was noted that the security number is now being printed on all staff cards and the emergency procedures flipchart has been reprinted and is currently being distributed. <u>Action:</u> <ul style="list-style-type: none">• All L2/3 committees to ask their constituents what the emergency number is.• Report to be revised to include corrective actions for all incidents.	OHS Committees Ms Hartley	Mar 07 Mar 07	Pending Pending
5.5 WorkCover OHS Audit of UNSW 2007 Planning Update	<ul style="list-style-type: none"> • There is still no date for the audit, however the OHS unit has requested a meeting with WorkCover to determine the audit date this will hopefully occur in February 2007. Consequently it is now unlikely that the audit will occur in the first quarter of 2007. • The new OHSMS was launched at the beginning of October with a number of presentations across UNSW, including one to the Level 1 OHS Committee. • Pro-forma implementation plans has been prepared by the OHS unit at a University wide and Faculty level to assist in the implementation of the OHSMS. These are being tailored to each faculty with assistance from the relevant OHS co-ordinators . • External audits have been performed at UNSW in Medicine, Engineering 			

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	<p>and Science. The results were poor, but this was expected given the focus on the new OHSMS. Benefits of the audits highlighted the deficiencies of the old system and corrective actions were supplied. COFA will be audited on the new OHSMS in March 07.</p> <ul style="list-style-type: none"> • The committee was informed that the standard of auditing has become much more stringent since our last audit in 2003, with only 40% of auditees now passing a WorkCover audit on their first attempt. • As noted in item 5.2, the OHS team is currently reviewing online OHS systems, including risk management, auditing and incident reporting modules with a view to purchase. • NM acknowledged for the record, the extensive efforts of the OHS team in developing the new OHSMS in under three months. 			
<p>5.6 OHS Training</p>	<p>A number of issues regarding training were discussed including:</p> <ul style="list-style-type: none"> • The OHS unit currently do not have a training room next year. However a possibility of sharing a facility on Level 12 in the library with Finance is being investigated. • Training problems including staff not turning up for training, and consequent waste of resources. It was agreed that as part of the OHSMS implementation the role of supervisors to ensure training was completed would be emphasised. • It was agreed that training needs to be competency based, and the meeting was informed that this is a requirement under the new OHSMS. • The possibility of OHS to be included in ELISE for students was flagged with the committee agreeing it was a good idea. • The committee agreed that it would be desirable to conduct training online as opposed to face-to-face where possible (eg. OHS awareness) • The fire warden and first aid training may be conducted off site from 2007. • The VC is currently developing KPI's for Deans which will include OHS <p><u>Action:</u> Level 1 Committee to contact Andrew Wells with regard to adding OHS to ELISE.</p>	<p>Ms Hartley</p>	<p>Mar 07</p>	<p>Pending</p>
<p>6.1 Feedback on OHSMS</p>	<p>The OHSMS has a Feedback monkey button on each page to facilitate feedback on the new system.</p>			

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	<ul style="list-style-type: none"> 38 responses have been received so far. These have been reviewed by the OHS team and amendments are being made to the system as a result. Generally the responses were positive with requests for changes to forms or systems. Extensive feedback was also received at the OHSMS “road show” presentations which is being included in refinements to the system. The OHS unit at ADFA is looking at implementing an ADFA version of the OHSMS Mr Morris reported that Greg Atwell in UNSW Asia has made a commitment to implement the UNSW OHSMS in UNSW Asia. 			Finalised for Level 1
6.2 Specific Hazards Safety	<ul style="list-style-type: none"> The issue of radiation safety at UNSW was raised. The committee were informed that there is a radiation safety committee and it was noted that although radiation was stored and used at a number of locations across UNSW, all radiation at UNSW was of low activity levels and that UNSW had been audited by the EPA against the Radiation Control Act 1990 on two occasions and found to be compliant. It was noted however that Radiation was not the sole specific hazard risk at UNSW and that the risks from Bio organisms and Dangerous Goods are equally significant. A discussion paper has been issued by Federal Government which lists chemicals which may be listed in the future <p><u>Action:</u> radiation safety officer to meet with Security to review radiation safety across UNSW.</p>	Mr Armstrong and Mr Cameron	Mar 07	Pending
6.3 SECOS Emergency team	<p>The committee was informed that as a result of the program of Voluntary Redundancies and the IT restructure there is now a serious problem in staffing the volunteer emergency teams on an individual building basis. A request was made to the Committee to encourage the Deans to support staff who volunteer in this essential role.</p> <p><u>Action:</u> The committee to write to the Deans highlighting the problem and ask them to promote volunteering for the vacant seco positions.</p>	Ms Hartley	Mar 07	Pending

Next meeting – 9th March 2007, 11 – 12.30am Committee Room 2, Chancellery