

## Level 1 OHS Committee Meeting 24<sup>th</sup> June 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 Chris Winder, A/Prof Mike Brungs, Ms Vicky Tatarinoff, Mr Chris Garrod, Peter Nugus, Mr Jennifer Hartley (Secretary)				
<b>2. Apologies</b>				
Prof. Mike Archer arrived 15 minutes late due to a previous meeting, the Undergraduate student representative was absent				
<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>				
4.1	Mr Morris attended the Senior Management Group representing L1 OHS Committee and will continue to attend these meeting to provide a regular status report on OHS. This will appear as a line item in their agenda.	Mr Morris	Done	Quarterly
4.2 Critical Incident Communication Plan (CICP)	4.2.1 <i>The CICP will be revisited by a reconstituted steering committee, with replacement members for those who have left and taking into account revised Emergency Management Unit structure implication and advice already received on communication of critical incidents from the Legal Office</i>	Ms Richardson, Mr Rosenthal, Ms Cameron (of EMU)	9 Sep 05	Pending
	4.2.2 Mr David Caddies, Legal Office reviewed the HRR Working Party report's recommendations on critical incident communication. He advised at the time a critical incident occurs, the UNSW community should be advised of logistical and operational information only. Information as to the incident itself should only be provided to relevant groups, when all the facts are established, for the purpose of post incident learning and system review. Incident communication to UNSW community would occur via UNSW Media Office. <ul style="list-style-type: none"> <li><i>Communication method to be discussed with UNSW's Media Office.</i></li> </ul>		Ms Richardson	9 Sep 05
4.3 OHS Hazards and Risk Registers Sub-Committee Report	Mr Caddies, agreed to posting of UNSW's generic OHS Hazard and Risk Register on the UNSW web, provided that specific school based hazard and risk registers and risk assessments were password protected to their staff/students only. <ul style="list-style-type: none"> <li><i>UNSW generic hazard and risk register to be posted on RMU website</i></li> </ul>	Ms Richardson	9 Sep 05	Pending
4.4 Level of Biological Laboratory Non-Compliance at UNSW	4.4.1 <i>Letters asking Heads of Schools in Faculties of Medicine, Science and Engineering to nominate a Biological Safety Supervisor are being sent today.</i>	Mr Rosenthal	24 Jun 05	-
	4.4.2 Workshop for Biological Safety Supervisors (BSS) is ready to be presented in second semester 2005 once nominations to the BSS positions are received.	Mr Janssen	2 <sup>nd</sup> session	-
		Mr Janssen	Done	-

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	<p><b>4.4.3</b> Major teaching laboratories have been assessed.</p> <p><b>4.4.4</b> A/Prof Brungs met with the relevant parties from the Faculty of Science and Engineering to discuss shared PC2 lab teaching facilities. A Memorandum of Understanding to share lab facilities between Schools of BABS and CEIC has now been signed by Prof Parker, Prof Archer, Prof Little and Prof Brungs, with the facilities in their current state for 2006 to be upgraded to PC2 standard by 2007.</p> <ul style="list-style-type: none"> <li>• <i>The committee to recommend to BAG to fund these upgrades as a priority.</i></li> </ul>	<p><b>Prof Brungs</b></p> <p><b>Mr Morris</b></p>	<p><b>Done</b></p> <p><b>9 Sep 05</b></p>	<p>-</p> <p><b>Pending</b></p>
<b>Agenda Item</b>	<b>Decision/Action</b>	<b>By Whom</b>	<b>Due Date</b>	<b>Status</b>
<b>4.5 UNSW Policy on Work Experience Students (incorporated into UNSW OHS Visitor Guidelines)</b>	<p><b>4.5.1</b> <i>Revised OHS Visitor Guidelines are to be distributed via OHS networks.</i></p> <p><b>4.5.2</b> Sample low and high risk area OHS visitor procedures have been prepared.</p> <p><b>4.5.3</b> Draft OHS Visitor Guidelines have now been approved.</p> <p><b>4.5.4</b> <i>Approved Visitor Guidelines and samples still to be posted on web.</i></p>	<p><b>OHS Team</b></p> <p><b>OHS Team</b></p> <p><b>Mr Rosenthal</b></p> <p><b>OHS Team</b></p>	<p><b>In Progress</b></p> <p><b>Done</b></p> <p><b>Done</b></p> <p><b>4 Jul 05</b></p>	<p>-</p> <p>-</p> <p>-</p> <p><b>Pending</b></p>
<b>4.6 Working From Home Arrangement for UNSW Staff</b>	<p><b>4.6.1</b> Ergonomic webpage is under development by Return to Work Coordinator.</p> <p><b>4.6.2</b> Implementation of the Preventing Overuse injury strategy has commenced.</p> <p><b>4.6.3</b> Self Assessment Checklist to be forwarded to the Student Guild</p> <p><b>4.6.4</b> The new Guidelines have been announced in the HR newsletter</p> <p><b>4.6.5</b> Chairpersons of OHS Committees advised of new guidelines</p>	<p><b>RMU</b></p> <p><b>RMU</b></p> <p><b>HR</b></p> <p><b>RMU</b></p>	<p><b>In Progress</b></p> <p><b>In Progress</b></p> <p><b>4 Jul 05</b></p> <p><b>Done</b></p> <p><b>Done</b></p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>
<b>4.7 Payment of Allowance to OHS Convenors and Committee Members</b>	<ul style="list-style-type: none"> <li>• <i>A sub-committee to explore and make recommendations on incentives for OHS committee member. There are approximately 30 committees. One option canvassed was a Recognition ceremony. Strategy to be further developed</i></li> </ul>	<p><b>Mr Rosenthal</b></p> <p><b>Mr Garrod</b></p> <p><b>Mr Winder</b></p>	<p><b>9 Sep 05</b></p>	<p><b>Pending</b></p>
<b>4.8 Report on Workpace Ergonomic Software Trial</b>	<p>The committee agreed to offer a freeware software package in the absence of funding to conduct preventative OHS initiatives.</p> <ul style="list-style-type: none"> <li>• <i>A submission to be prepared to the CFO seeking access to some of the Workers Compensation funds to facilitate safety initiatives eg. the Workpace Ergonomic Software and thus reduce Workers Compensation claims.</i></li> </ul>	<p><b>RMU</b></p> <p><b>Mr Rosenthal</b></p> <p><b>Mr Morris</b></p>	<p><b>9 Sep 05</b></p> <p><b>9 Sep 05</b></p>	<p>-</p> <p>-</p>
<b>4.9 UNSW OHS Strategic Priorities 2005-2006</b>	<p><b>4.9.1</b> No feedback was received from the committee on OHS Priorities.</p> <p><b>4.9.2</b> A different approach is now being taken with a series of stakeholder meetings being held, eg consulting with A/Dean Education and Research in the Faculties of Medicine and Science, Ms Richardson and the OHS Unit are facilitating these meetings. Director UNSW International is to be consulted on her return from overseas.</p> <p><b>4.9.3</b> <i>The reviewed document to be submitted to SMG and VCAC in August</i></p>	<p><b>Ms Richardson</b></p>	<p><b>August</b></p> <p><b>SMG &amp; VCAC</b></p>	<p><b>Pending</b></p> <p><b>Pending</b></p>

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	2005.	Mr Morris	meetings	
<b>4.10 OHS Consultation Status Update</b>	<p><b>4.10.1</b> The Level 2 OHS Committee DVC (Resources) is now established and the committee congratulated Ms Richardson on her hard work in achieving this outcome. It was agreed that the low number of UNSW staff and low risk in the DVC (International and Development) did not call for a Level 2/3 OHS Committee. The Level 2/3 OHS Committee DVC (Academic) is yet to be formed, (memo sent to Exec. Officer on 17.5.05)). The Human Resources department which is in this Division is establishing a legislatively compliant Level 3 OHS Committee.</p> <ul style="list-style-type: none"> <li>• <i>Formation of L2 OHS Committee DVC Academic to be raised with DVC King</i></li> </ul>	Mr Morris	9 Sep 05	Pending
<b>Agenda Item</b>	<b>Decision/Action</b>	<b>By Whom</b>	<b>Due Date</b>	<b>Status</b>
<b>4.11 Academic OHS Responsibility and Awareness Strategy</b>	<p>The Committee discussed the issue of low OHS participation by Academics, and the need to raise their awareness of its importance. Ms Richardson presented a draft UNSW OHS Marketing Plan designed to address this issue and called for the committee's feedback. Short 2 hour courses were suggested, highlighting Academic's personal OHS responsibilities. It was noted that new Academics received OHS awareness as part of their induction process. Mr Morris emphasised the importance of utilising existing networks in marketing OHS at UNSW.</p> <ul style="list-style-type: none"> <li>• <i>The Committee to respond to Ms Richardson within two week on UNSW's draft UNSW OHS Marketing Strategy.</i></li> </ul>	Level 1 OHS Committee	8 Jul 05	Pending
<b>4.12 UNSW Climate Survey 2005</b>	<p>The Committee was informed by Mr Morris that Professor Lee welcomed the Level 1 OHS Committees input as to the OHS content of the Climate Survey.</p> <ul style="list-style-type: none"> <li>• <i>The projected timeframe of the survey to be established.</i></li> </ul>	Mr Morris	9 Sep 05	Pending
<b>4.13 Arrangements for Electrical Testing and Tagging of Student Equipment</b>	<p>Concerns as to the feasibility of utilising Security's e-spot for the Electrical Testing and Tagging of Student Equipment were expressed, due to space and time considerations.</p> <ul style="list-style-type: none"> <li>• <i>Investigate how other G08 Universities address this issue and possible solutions will be discussed off line with Mr Cope, Mr Cameron and CSE</i></li> </ul>	Ms Richardson Mr Morris	9 Sep 05	Pending
<b>5. Standing Items</b>				
<b>5.1 OHS Consultation Structure Status Update</b>	For Information. The updated OHS Consultation Status May 2005 document will be posted on the RMU's website	RMU	1 Jul 05	
<b>5.2 UNSW Total Losses Statistics 2004 - 2005</b>	For Information.			
<b>5.3 Summary of OHS Training Conducted</b>	For Information. The committee noted and congratulated the OHS unit on training 967 staff & students in the first quarter of 2005.			

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<b>5.4 Summary of Significant Incidents Mar - June 2005</b>	The Committee discussed the tabled Summary of Significant Incidents Document.			
<b>5.5 What's new in RMU?</b>	For Information.			
<b>6. New Business</b>				
<b>6.1 L3 OHS Committees Key Performance Indicators Checklist</b>	<p>Currently level 3 OHS Committees use a variety of performance indicators to measure the health of their committee. The committee agreed on the need for a UNSW standard Key Performance Indicators Checklist, and on the need to formalise reporting requirements through the relevant Level 2 OHS committees.</p> <ul style="list-style-type: none"> <li>• <i>OHS section to recommend a standard checklist, in conjunction with Ms Tatarinoff, which will be disseminated to L3 OHS Committees through the OHS Co-ordinators.</i></li> </ul>	<b>OHS Section Ms Tatarinoff</b>	<b>9 Sep 05</b>	<b>Pending</b>
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<b>6.2 NSW Occupational Health and Safety (Workplace Deaths) Amendment Act 2005</b>	<p>The Committee was informed that the bill was passed on 10 June and took effect on 15 June. A briefing paper was tabled by Ms Richardson. The most significant change for employers is the inclusion of the term "reckless conduct". This term has been defined in legal briefing as "lack of concern for the consequences of an action". This legislation has wide scope as its provisions applied to any person or party who owes a duty of care under the NSW OHS Act 2000, and would apply where the persons action substantially contributed to a workplace death in this new legislation.</p> <p>Ms Richardson recommended that briefing on this Act be included in the proposed Directors and Officers Due Diligence training program being organized.</p> <ul style="list-style-type: none"> <li>• <i>R1: SMG, VCAC, to be informed of provisions of new Act by a briefing paper</i></li> <li>• <i>R2: RMU to inform relevant parties including OHS Committee Chairs, Supervisors of provisions of new Act via OHS network briefings and training</i></li> <li>• <i>R3: Hazard and Risk Registers and risk assessments, SOP's need to be shared at faculty and school level to ensure that all risks are being appropriately managed</i></li> </ul>	<p><b>Mr Morris</b> <b>Ms Richardson</b></p> <p><b>OHS Team</b></p>	<p><b>15 Jul 05</b> <b>15 Jul 05</b> <b>9 Sep 05</b></p>	<p><b>Pending</b> <b>Pending</b> <b>Pending</b></p>
<b>7. Correspondence</b>				
<b>7.1 Electrical Testing and Tagging-Student Equipment</b>	A letter endorsing the proposal to use the E-Spot as a central location to test and tag students electrical equipment, from the Faculty of Science was tabled .			