

Level 1 OHS Committee Meeting 9th June 2006 – minutes and action schedule

Agenda Item				
1. Welcome				
In Attendance: Mr Neil Morris (Chair), Ms Kathy Richardson, Mr Lindsay O'Keeffe, A/Prof Mike Brungs, Ms Vicky Tatarinoff, Mr Ken Sampson, Mr Michael Pratt, Mr Brahm Marjadi, Mr Jennifer Hartley (Secretary)				
2. Apologies				
Prof. Mike Archer, Mr Chris Garrod, Mr Dennis Cameron (Mr Sampson acting on his behalf) and Mr Rosenthal extended their apologies				
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				
4.1 Critical Incident Communication Plan (CICP)	Ms Richardson has consulted with Mr Dennis Cameron & Ms Gaye Cameron re roles and responsibilities for security and emergency procedures under CICP. CICP co-ordination is to be moved to the DVC Resources Division (from 21/6/06 Div. Chief Operating Officer). <u>Action:</u> CICP to be updated to new Divisional structure	KR	14 Jul 06	Finalised for Level 1
4.2 Level of Biological Laboratory Non-Compliance at UNSW	<ul style="list-style-type: none"> The meeting discussed the schedule of the PC2 Lab inspections – these will be finished by mid-July with recommendations completed by August and reported to the Level 1 OHS Committee Chair. The cost of upgrading UNSW Biological Laboratories to meet regulatory compliance was noted to be approximately \$5000 p/m. This is a rough cost of \$½ million per lab of \$14 million needed to fully upgrade labs. The meeting was informed that two members of the OHS section have attended a Laboratory Bio-security briefing session held by Dept. of Health and Ageing which addressed concerns about terrorism. A briefing paper prepared by Mr Janssen is available. <u>Action:</u> Laboratory inspections & reports to be completed.	Mr Janssen	31 Jul 06	Report back to September meeting
4.3 Payment of Allowance to OHS Convenors and Committee Members	Forms of recognition, other than payment were discussed. World Safety Day has already been marked by events this year. It was agreed that supervisors needed to be aware of the time constraints in doing OHS committee work as most committee members perform these duties in addition to their other duties. <u>Action:</u> a letter to be drafted from L1 OHS committee to supervisors of committee members, advising of the time constraints involved in serving as an OHS committee member, and these duties need to be taken into account in the workload of Committee Members.	Mr Morris	8 Sep 06	Payment of Allowance Finalised for Level 1 Safety Awards Pending

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<p>4.4 Report on Workplace Ergonomic Software Trial</p>	<p>The committee discussed the level of investment in OHS training at UNSW and the possibility of accessing surplus Workers Compensation Levy funds to support OHS training. It was noted that UNSW currently has no specific staff development allocation. Possible avenues for OHS training included a) in house OHS training offered by OHS section and b) the new Cert IV in OHS being offered by NSG <u>Action:</u> Beryl Fitzharris, NSG to be contacted in regard to Cert IV in OHS program</p>	<p>Mr Morris</p>	<p>8 Sep 06</p>	<p>Pending</p>
<p>4.5 UNSW OHS Strategic Priorities 2005-2006</p>	<p>The UNSW OHS Strategic Framework 2006-2007 has been to VC & SMG, signed by M Wainwright outgoing VC, and will be given to the new VC. A Faculty/Divisional specific version of the OHS operational plan has been developed by the OHS section. The Faculty OHS Co-ordinators will refine the OHS Operational plans and incorporate OHS goals into the Faculties strategic plans. Pg student representative commented that a focus of the operational plans should be on understanding of training, eg competency assessment rather than just provision of training. It was suggested that it may be possible to utilise ELISE (compulsory online library training system for all UNSW students) in this context. <u>Action:</u> Faculty OHS Operational Plan Template to be updated to Faculty Strategic operational planning processes.</p>	<p>OHS Section</p>	<p>8 Sep 06</p>	<p>Finalised for Level 1</p>
<p>4.6 Academic OHS Responsibility and Awareness Strategy</p>	<p>Methods of raising OHS awareness at UNSW were discussed, including:</p> <ol style="list-style-type: none"> 1. Accessing funds for training (see also item 4.4) particularly the development of an online OHS Awareness course which could be made compulsory for staff by heads of schools. 2. Encouraging student participation, through inclusion in students courses and developing online training for students. It was suggested that student demonstrators in the labs be initially targeted. <p><u>Action:</u> OHS Section to investigate current OHS initiatives for Academics and Students</p>	<p>OHS Section</p>	<p>8 Sep 06</p>	<p>Finalised for Level 1 at this stage</p>
<p>4.7 UNSW Climate Survey 2005</p>	<p>AUQA report has been released. This item will be pursued further if Prof. Hilmer is interested in undertaking a UNSW Climate Survey.</p>			<p>Finalised for Level 1</p>
<p>4.8 Arrangements for Electrical Testing and Tagging of Student</p>	<p>New amendments to Clause 64 in the OHS Regulations 2001, mean that WorkCover have restricted areas in which Electrical Testing and Tagging is required to construction sites and “hostile environments”. Therefore most sites</p>			

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Equipment	do not need to be tested. Some areas have responded to this by stating that testing will no longer be required and others have decided to continue the testing regime. <u>Action:</u> 1. Briefing paper for L1 to be distributed to the Chairpersons of the L2, 2/3 and 3 committees. 2. Change UNSW Electrical Testing and Tagging guideline (LOK & RA) to be factual, give examples eg. Chemical Laboratories are hostile environments 3. L1 to draft a letter from the DVC (Academic) to the University outlining the changes and impact on UNSW.	Ms Hartley Ms Richardson Mr Morris	8 Sep 06 8 Sep 06 8 Sep 06	Finalised for Level 1
4.9 L3 OHS Committees Key Performance Indicators Checklist	Indicators for Levels 2/3 and 3 need to be re-written including specific performance indicators. The Performance indicators should be no more than 10 or so points. Suggested that Key Performance Indicators be renamed as Best Practice Guidelines and that they be required to be reported to the relevant L2 committees on a scheduled basis. <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 Richardson A/Prof Winder Mr Morris Mr Szczepanski	8 Sep 06	Pending
4.10 UNSW Risk Rating Matrix, Annual Review - Issue Paper and Proposed Revised Risk Rating	The UNSW OHS Risk Rating Matrix has been revised and was approved at the last L1 OHS Meeting with agreement that separate Financial and Environmental risk ratings be developed. Accordingly a paper on Financial Risk Rating which was tabled at the Risk Management committee of Council and a proposed Financial Risk Rating Matrix was tabled for information. An environment risk rating Matrix is under development. Ms Richardson is liaising with Paul Osmond in a meeting on 21 June 2006 to review draft environment risk rating. The committee agreed that whilst environmental risk rating is important, OHS committees should be advised that they are not expected to assess risks other than OHS risks.	Mr Osmond	8 Sep 06	Pending
4.11 Executive Summary of Internal OHS Audit Program Review	Accepted by VCAC – implement into Audit program at a Faculty/Divisional level and communicate information on audit criteria and audit questions to L2 and 2/3 OHS Committee Chairs. <u>Action:</u> 1. Finalise audit criteria questions 2. Communicate new audit protocols to Faculty/Divisions	Ms. Richardson Faculty/Divisional OHS Co-ordinators	14 Jul 06 8 Sep 06	Pending

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<p>4.12 Revision of UNSW No Smoking Policy</p>	<p>The revised version of the UNSW Smoke Free Environment Policy prepared by Mr Morris was discussed by the meeting with some proposed amendments agreed:</p> <ul style="list-style-type: none"> • Signage which reflects the policy should be installed about the campus(s) • Distance at which smoking is permitted from buildings should be increased from 3 metres to 5 metres <p>It was also agreed that a clear protocol for enforcement of the policy should be determined; including what the appropriate response from Security will be. Suggested response from Security was first a verbal warning with details taken, with the second or third offence generating a written letter to offending staff or student member from that person's supervisor or senior member of the University.</p> <p><u>Action:</u> 1. Draft policy to be amended as per above 2. Response protocol for smoking in areas prohibited by policy to be drafted</p>	<p>OHS Section</p>	<p>8 Sep 06</p>	<p>Pending</p>
<p>5. Standing Items</p>				
<p>5.1 OHS Consultation Structure Status Update</p>	<p>Tabled for information</p>			
<p>5.2 UNSW Total Losses Statistics 2004 - 2005</p>	<p>Tabled for information</p>			
<p>5.3 Summary of Significant Incidents Nov 05 – Feb 06</p>	<p>Tabled for information</p>			
<p>5.4 What's new in RMU?</p>	<p>Tabled for information</p>			
<p>5.5 WorkCover OHS Audit of UNSW 2007 Planning Update</p>	<p><u>Action:</u> UNSW team for co-ordination of WorkCover 2007 Audit will be put together including senior managers from HR.</p>	<p>Mr Morris</p>	<p>8 Sep 06</p>	<p>Pending</p>
<p>6. New Business</p>				
<p>6.1 Review of NSW OHS Act 2000 & Proposed Amendments 2006</p>	<p>Summary provided for Committees information <u>Action:</u> Future advice to be provided when OHS Amendment Bill has been passed by Parliament</p>	<p>OHS Section</p>		<p>Done</p>
<p>6.2 Licence Asbestos removal requirements</p>	<p>The previous limit over which an accredited removalist was required to perform removal of asbestos was 10m² this has been increased by WorkCover to 200m².</p>			<p>Done</p>

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6.3 Proposed Changes to First Aid Provider Accreditation	The committee was informed that WorkCover currently approve First Aid Training. WorkCover are looking at setting up a VTAB style accreditation unit with whom first aid training providers will need to be accredited.			Done
6.4 Proposed Changes to RMU organisational structure	The meeting was briefed on changes to RMU – the Risk Management Unit is being divided, with EMU and Insurance remaining as part of RMU, which will no longer report through to Human Resources, and with Workers Compensation and the OHS section to remain in Human Resources.			Done
6.5 Business case for OHS Training Funding	UNSW has determined to centrally fund OHS training. From the 1.2% levy on salary for Workers Compensation, some funds will go back to Faculties for prevention efforts and some will come to OHS to cover training costs. External trainers to be provided when necessary and in house training is the preferred methodology.			Done
7. Items without notice				
7.1 Departure of Committee Members	The chair opened the meeting by announcing the departure of A/Prof Mike Brungs, HOS Representative from the committee due to his impending retirement. He was thanked for his valuable service to the Level 1 OHS Committee and to the UNSW as a whole. It was also announced that Ms Veronica Tatarinoff Faculty Chairperson Representative will take a six months leave of absence from UNSW and her committee duties. The meeting resolved to hold her position open for her return in recognition of her valuable contribution to the work of the committee. <u>Action:</u> 1. New HOS Representative to be sought for next meeting 2. Temporary Faculty OHS Committee Chairperson Representative to be found for two meetings: September and December 2006.	Mr Morris	8 Sep 06	Pending
7.2 Security of Section Eight Drugs	The issue of security of section eight drugs and reporting of their loss/theft to the police was raised. UNSW currently has no guidelines for this situation. <u>Action:</u> Issues paper on this matter to be submitted to the committee	Ms V. Fascioli (BRC)	8 Sep 06	Pending

Next meeting 8th September 2006, 9.30 – 11am Committee Room 1, Chancellery