

**OHS Policy & Strategic Planning Committee (Level 1)**

Held on **Friday, 11 March 2005** at 9:30am - Committee Room 1, Chancellery Building

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| <b>Present</b> | Mr Neil Morris (Acting Presiding Member) |   |
|                | Mr Harry Rosenthal                       | Mr Lindsay O'Keeffe                     |
|                | A/Prof Chris Winder                      | Ms Vicky Tatarinoff                     |
|                | A/Prof Mike Brungs                       | Mr Dennis Cameron                       |
|                | Mr Chris Garrod                          | Ms Kathy Richardson                     |
|                | Mr Michael Pratt                         | Vice-Chancellor Mark Wainwright (Guest) |
|                | Ms Jennifer Hartley (Secretary)          |   |

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**1) WELCOME**

Mr Morris welcomed the committee members.

Neil advised the Committee of the resignation of Ms Harris, due to the recent change in reporting line to DVC (Academic). The Committee formally recognised her valuable service to the Committee and hope this contribution will continue in her new Divisional unit.

The Committee welcomed Mr Garrod, Facilities OHS Chairperson as the new Divisional Chairperson representative and Mr Pratt as the new Undergraduate Student representative. Risk Management Unit will continue to liaise with the Postgraduate Student Board to seek representation.

The Vice-Chancellor, Professor Mark Wainwright was introduced and opened the meeting by expressing his continuing interest in the work of the Level 1 OHS Committee and offering his personal support by announcing his intent to attend future meetings (where necessary). Professor Wainwright also noted the importance of the Committee's role in setting the direction of OHS across UNSW, and therefore announced Mr Morris to brief the Senior Management Group (SMG) on a quarterly basis

Action:

1. The Vice-Chancellor to be advised of further meeting dates for the Level 1 OHS Committee.
2. Mr Morris to brief the Senior Management Group following each Level 1 OHS Committee meeting.

**2) APOLOGIES**

Prof. Archer, Dean of Science tendered his apologies

**3) MINUTES OF PREVIOUS MEETING**

Minutes were confirmed as a true and accurate record.

**4) BUSINESS ARISING**

**Item 4.1 Critical Incident Communication Plan:-**

Mr Caddies required some background information on this document in order to prepare his written response to item 4.2. He has now reviewed the latest version of the Critical incident Communication Plan, following the OHS Hazard and Risk Registers Sub Committee report recommendations. Ms Richardson is in the process of organising a meeting of the Critical Incident Communication Plan Steering Committee (subject to identifying a Dean's representative).

Action:

1. Ms Richardson to convene a meeting of the Critical Incident Communication Plan Steering Committee, following appointment of new Dean's representative for this committee. Mr Morris will visit the meeting.
2. Mr Caddies, Legal Office to respond in writing on the Critical Incident Communication Plan in relation to the legal implications arising from the OHS Hazard Communication report recommendations on this Plan.

**Item 4.2 OHS Hazard and Risk Registers Sub-Committee Report:-**

A first draft of a generic UNSW Risk Register is completed and being reviewed against the Risk Registers of other Universities. Mr Caddie's is also reviewing for legal issues.

Action:

1. Ms Richardson to finish review of Draft Generic UNSW Risk Register and post on RMU website.
2. Mr Caddies, Legal Office to respond in writing as to the legal issues in the OHS Hazard and Risk Registers Sub-Committee Recommendations.
3. Ms Richardson to liaise with Ms O'Malley regarding OHS communication via News@UNSW.

#### **Item 4.3 Level of Biological Laboratory Non-Compliance at UNSW**

Mr Janssen will present a workshop for Biological Safety Supervisors, on receipt of nominated staff members from Heads of Schools.

In response to Associate Professor Mike Brungs' email, the Deans of Medicine and Science have requested additional background information on the Biological Laboratories Compliance Strategy. Briefing to be delivered by relevant Faculty OHS Co-ordinators.

A meeting will be convened by A/Prof Brungs to discuss the requirements for a cross-Faculty Biological Teaching Laboratory and develop strategies to achieve this outcome. This will include recommendation paper for submission to Budget Advisory Group (BAG)

##### Action:

1. Mr Rosenthal to write to the relevant Heads of Schools in the Faculties of Medicine, Science and Engineering asking them to nominate a Biological Safety Supervisor and advising of their role.
2. Mr Janssen to present a workshop for the nominated Biological Safety Supervisors in 2005.
3. Mr Janssen to coordinate assessment of all Biological Teaching Laboratories across UNSW (excluding Food Science which is completed) and make recommendations on safety improvements.
4. A/Prof Brungs to arrange a meeting with the relevant Deans, Mr Egan and RMU personnel to discuss the Biological Laboratories Compliance Strategy and make recommendations to the Space Advisory Group on facility design and upgrading requirements and Budget Advisory Group (BAG) for funding.
5. Mr Morris to draft letter of support from Level 1 OHS Committee if submission is made to B.A.G.

#### **Item 4.4 UNSW Policy on Work Experience Students**

The Draft Visitors Guidelines (including a paragraph on Work Experience Students) is currently being reviewed and will be completed in conjunction with the sample Visitor Procedures for both low and high risk areas by the end of March 2005.

##### Action:

1. Draft UNSW OHS Visitor Guidelines to be revised by Faculty OHS Coordinators for succinctness by end of March.
2. Sample Low and High Risk Area OHS Visitor Procedures to be prepared by the OHS Team by end of March 2005.
3. Revised Draft UNSW OHS Visitor Guidelines to be approved by Mr Rosenthal.
4. Approved Visitor Guidelines to be posted on the RMU website.

#### **Item 4.5 Working From Home Arrangements for UNSW General Staff**

The new Working From Home Agreement for UNSW General Staff have been posted on the Human Resources website as well as the workstation self-assessment checklist for use by all staff members. The committee agreed to forward the checklist to the Student Guild to be posted on their website and endorse posting on myUNSW site to increase further awareness. It was suggested that News@UNSW may also be utilised to communicate OHS changes.

The deadline for feedback on the Preventing Overuse Injury Strategy has been extended to 25<sup>th</sup> March 2005.

##### Action:

1. RMU to develop an ergonomic webpage ASAP and inform Ms Pratt at News@UNSW.
2. Committee members to provide feedback to Ms Richardson on the Preventing Overuse Injury Strategy within two weeks.
3. RMU to forward the self assessment checklist to the Student Guild to be placed on their website.
4. HR newsletter to advertise the changed guidelines in the next edition.
5. RMU to advise chairpersons of OHS Committees via their broadcast email and network meetings

#### **Item 4.6 Payment of Allowance to OHS Chairpersons and OHS Committee Members**

A sub-committee was formed to examine the issue of non-financial rewards for committee members, such as providing free OHS or emergency training to committee members. The sub-committee is composed of Mr Rosenthal, Mr Winder and Mr Garrod.

##### Action:

1. Mr Rosenthal to Chair the sub-committee on non-financial incentives for OHS committee members as well as report on their recommendations at the next Level 1 OHS Meeting.

#### **Item 4.7 Report on Workplace Ergonomic Software Trial**

The committee discussed the issue of preventative OHS strategies such as; Ergonomic Software and potential funding for staff who have sustained an injury. Advantages and disadvantages will apply for

adding the cost of the software licence to the claim treatment cost. It was agreed that an issues paper be prepared with respect to funding such initiatives this being; a deduction from all budgets via payroll to cover workers compensation claims costs and liabilities.

Action:

1. *Mr Rosenthal and Mr Morris to prepare an issues paper for the committee out of session for members to provide comments on prior to the next Level 1 OHS Meeting.*

**Item 4.8 UNSW OHS Strategic Plan 2002-2005 revisited**

Ms Richardson tabled a gap analysis of the UNSW OHS Strategic Plan 2002-2004 as well as a draft document outlining UNSW OHS Strategic Priorities & Goals 2005-2006. A sub-committee consisting of Professor Archer, A/Professor Brungs, Mr Cameron, Mr Morris, Mr Rosenthal and Ms Richardson, was formed to further develop this document. The revised document will then be presented by Mr Morris to the VCAC for their endorsement in May 2005.

Action:

1. *Committee to review the Draft UNSW OHS Strategic Priorities & Goals 2005-6, and provide feedback by the end of March 2005.*
2. *A sub-committee will meet in April 2005 to further develop the Draft UNSW OHS Strategic Priorities and Goals 2005-6 document to explore performance indicators, timeframes and funding sources.*
3. *The UNSW OHS Strategic Priorities and Goals 2005-2006 will be submitted to the VCAC for their adoption by Mr Morris in May 2005.*

**5) STANDING ITEMS**

**Item 5.1 OHS Consultation Structure Status Update March 2004 (Ms Richardson):-**

Item tabled for information. The Level 2 OHS Committees for the DVC (Academic) & Registrar and DVC (Resources) are still in the process of being established.

(Note: Following closure of meeting it was identified that the DVC International & Institutional Development currently does not have a 2/3 Divisional OHS committee either)

Action:

1. *Mr Morris to liaise with Deputy Vice-Chancellors King and Cameron to facilitate and establish their respective level 2 divisional OHS Committees. In addition, liaise with Professor Ingleson to introduce a divisional OHS Committee.*
2. *Mr Rosenthal to arrange for the Level 1 OHS Committee's 2004 annual report to be posted on the OHS Consultation section of Risk Management Unit's website.*

**Item 5.2 UNSW Total Losses Statistics 2003 compared 2004 to date:- (see attachment)**

Item for information.

**Item 5.3 OHS Training –UNSW OHS Training Schedule-second half of 2004:- (see attachment)**

Item for information.

**Item 5.4 Summary of WorkCover reportable incidents June - August 2004 (Ms Richardson) :- (see attachment).** Item for information. Incidents were reviewed and noted.

**Item 5.5 Hazard and Incident Reporting Trends 2004 (Attachment)**

Item for Information

**Item 5.6 What's New in RMU**

Item for Information

**6) GENERAL BUSINESS**

**Item 6.1 OHSE Services- Results of Client Pilot Survey 2005 (Attachment)**

Ms Richardson tabled the results of the Client pilot survey which had a 40% response rate (50 participants surveyed). This included a range of stakeholder groups such as; Heads of Schools, Faculty Executive Officers, Chairpersons of OHS Committees and School OHS Officers. The committee noted the types of OHS services that were being requested for 2005 by respondents.

**Item 6.2 Academic OHS Responsibilities and Awareness Strategy 2005**

The committee discussed the low level of Academic OHS responsibility awareness and participation in

OHS issues management and consultation at UNSW. To address this issue, the OHS section is currently tailoring training programs for individual groups and faculties. RMU is proposing to create an OHS Best Practice at UNSW award to raise the profile of OHS across UNSW. It was noted however, that the most significant barrier to increased Academic participation in OHS committees was the lack of perceived direct career benefit for promotion purposes from such participation. Ms Richardson called for further suggestions from the committee members. These included:

- Providing compulsory faculty based OHS Responsibility training programs,;
- Adding OHS questions to Student Course Evaluations (which are relevant to academic promotions);
- Integrating OHS into existing lunchtime seminars eg. Web CT etc.;
- Integrating OHS with the new research strategy for postgraduate research supervisors;
- Using UNSW resources to develop a marketing strategy for OHS which is aimed at academic staff.

Action:

1. Ms Richardson to prepare an issues paper on the subject of Academic OHS Responsibilities at UNSW and raising the profile of OHS in the Academic community by:

- a) developing a marketing strategy for OHS across UNSW and
- b) developing strategies to Integrate OHS issues into existing structures and activities.

**Item 6.4 UNSW Climate Survey 2005**

The Committee was informed that Pro-Vice-Chancellor Lee's Division will be conducting a climate survey of UNSW staff that will include conditions of employment and Human Resources issues at UNSW.

Action:

1. Mr Morris to write to Pro-Vice-Chancellor Lee and request that the proposed UNSW Climate Survey include questions regarding OHS at UNSW and that RMU and Level 1 OHS Committee have input..

**7) ITEMS WITHOUT NOTICE**

**Item 7.1 Arrangements for Electrical Testing and Tagging of Student Equipment**

The Committee discussed the management of the proposed compulsory Electrical Testing and Tagging of Student Electronic Equipment. It was agreed that if this policy was adopted then there would be a need to facilitate the process by providing equipment testing facilities on campus to ensure compliance. A suggestion of a central location, such as E-Spot that the students could take their equipment for testing and tagging for a nominal fee.

Action: Mr Cameron and Ms Richardson to meet with Ms Gatwick to explore the possibility of offering an equipment electrical testing and tagging service for students on campus from Security's E-Spot.

**NEXT MEETING DATE:**

Next Level 1 OHS Committee meeting for 2005 will be held on:  
Friday 10th June 2005 from 9:30am to 11am in Committee Room 1.

*There being no further business, the meeting concluded at 11.30am*

*Signed as a true and accurate record*

*Neil Morris  
Director, Human Resources  
A/Presiding Member for*

*Professor Robert King  
Deputy-Vice-Chancellor (Academic)  
Presiding Member*

*Date: 10<sup>th</sup> June, 2005*