

Level 1 OHS Committee Meeting 10 March 2006 – Minutes and Action Schedule

Agenda Item				
1. Welcome				
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 Brahm Marjadi, Mr Jennifer Hartley (Secretary)				
2. Apologies				
A/Prof Chris Winder				
3. Confirmation of Minutes of Previous Meeting				
The minutes were accepted with minor alterations.				
Agenda Item	Decision/Action	By Whom	Due Date	Status
4. Business Arising from the Minutes				
4.1 Critical Incident Communication Plan (CICP)	Deferred to next meeting	Ms Richardson	9 Jun 06	Pending
4.2 Level of Biological Laboratory Non-Compliance at UNSW	<p>SAMAG thanked the L1 OHS committee for drawing the situation to their attention. They recognise the safety implications and need to upgrade the labs, but there is currently a freeze on a range of capital works. The meeting noted the potential effect on teaching, research and grant applications if the upgrades do not occur. SAMAG will approve upgrades if Faculty pays for refurbishment.</p> <p><u>Action:</u></p> <ul style="list-style-type: none"> A report is being prepared with the assistance of the BioSafety Supervisors which will be tabled at the L1 OHS committee in June. Dr Alec Cameron has been advised of the need for UNSW to comply with Laboratory Safety Standard requirements and the issue has been referred to him. 	Adam Jansen Dr Alec Cameron	9 Jun 06	Pending
4.3 Payment of Allowance to OHS Convenors and Committee Members	Deferred to next meeting- Committee to provide report on methods of university recognising work of OHS Committees members	OHS Committees Recognition Sub-Committee	9 Jun 06	Pending
4.4 Report on Workpace Ergonomic Software Trial	Deferred to next meeting	Mr Rosenthal	9 Jun 06	Pending
4.5 UNSW OHS Strategic Priorities 2005-2006	<p>The revised OHS Strategic Priorities 2006-7 document was tabled at SMG on 8th March 2006, receiving positive feedback. Two areas of concern were:</p> <ol style="list-style-type: none"> the KPI's, which SMG felt should be developed at a school/operational level. The Level 1 OHS Committee agreed to transfer these to the OHS Operational Plan. Insufficient consultation on the revised document with faculties/divisions <p><u>Action:</u> Revised document will be circulated further consultation, before being finalised.</p>	Ms Richardson	9 Jun 06	Pending

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4.6 Academic OHS Responsibility and Awareness Strategy	<i>Action: A meeting is pending in the next fortnight regarding accessing funds for development of on line OHS training for academic staff to increase uptake level</i>	Mr Rosenthal Mr Morris	9 Jun 06	Pending
4.7 UNSW Climate Survey 2005	The Committee was informed that the draft AUQA report which is yet to be publicly released at UNSW has recommended UNSW conduct some form of staff climate survey, so this may be re-scheduled at a future date.			
4.8 Arrangements for Electrical Testing and Tagging of Student Equipment	<p>Due to the uncertain budget situation of the Student Guild as a result of VSU legislation, it cannot undertake to provide Electrical Testing and Tagging at this time for students. They may be able to revisit the issue in six months time.</p> <p>The Committee discussed a number of alternatives for students of UNSW if requiring them to have equipment tested, then we need to provide means to achieve goal.</p> <p>Option 1: Use UNSW Internal Tester (eg. Schools of Civil and Environmental Engineering or CEIC)</p> <p>Option 2: providing UNSW facilities, and engage external testers who would charge the students for each test (approx \$3.30 each).</p> <p><i>Action: Trial proposed in the Faculty of Engineering, and the Dean will be approached to approve the provision of facilities and testers, for a number of hours per week over a 4 week period. Students to be emailed about the need to have their notebooks tested, and provide relevant testing dates. Students will also be advised that costs are to be borne by them.</i></p>	Lindsay O’Keeffe	9 Jun 06	Pending
4.9 L3 OHS Committees Key Performance Indicators Checklist	Deferred to next meeting (See December 2005 minutes for action on this item)	OHS Committee Chairs OHS Section	9 Jun 06	Pending

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<p>4.10 UNSW Risk Rating Matrix, Annual Review - Issue Paper and Proposed Revised Risk Rating</p>	<p>Further consultation since the last Level 1 OHS meeting has resulted in the financial and environmental risk columns being removed with a recommendation to develop separate Environmental and Financial Risk Rating Systems in consultation with Environment Unit (Environmental Risk Rating) and RMAG (Financial Risk Rating) respectively.</p> <p>The Committee discussed which method of rating OHS risks should be adopted:</p> <p>Option A – Use as primary consideration the most likely consequence; Option B – Use as primary consideration the most severe consequence.</p> <p>Option A was adopted 9/10 in favour (Mr Rosenthal was absent for the vote), and it was agreed that the following instruction be added to the form: Rate the risk considering the most probable consequences, but when performing high risk activities you must be mindful of the worst case scenario.</p> <p><u>Action:</u></p> <ul style="list-style-type: none"> • <i>An environmental risk rating table to be developed in conjunction with Paul Osmond, Manager of the Environment Unit.</i> • <i>A financial risk rating table to be developed, in consultation with Risk Management Advisory Group.</i> 	<p>Ms Richardson Mr Rosenthal</p>	<p>9 Jun 06</p>	<p>Pending</p>
<p>4.11 Executive Summary of Internal OHS Audit Program Review</p>	<p>The Deans have informally agreed to the proposed Internal OHS Audit model ie. Audit at Faculty/Divisional Level. Key Elements 1 to 3 will be reviewed with Faculty/Divisional Management, Key Elements 4 to 6 will be reviewed at School/ Unit Level.</p> <p>Each Dean or DVC will be asked to nominate the best and worst school/unit performer in their portfolio, which will be audited by two independent auditors (not co-ordinators associated with the Faculty/Division).</p> <p>The following Faculties are scheduled for auditing this year: Medicine (scheduled for 1st semester), Engineering, Science, COFA</p> <p><u>Action:</u></p> <ul style="list-style-type: none"> • <i>A Briefing Paper on the proposed Internal OHS Audit model and 2006-2007 audit schedule will be tabled at the VCAC on Wednesday 12th April</i> • <i>The Internal OHS Audit Program discussion paper and schedule to be resent to the Deans, with the advice it will shortly be raised at VCAC</i> 	<p>Mr Morris Prof Archer</p>	<p>12 Apr 06 17 Mar 06</p>	<p>Pending</p>

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4.12 Revision of UNSW No Smoking Policy	<p>Some feedback on the UNSW Smoke Free Environment Policy has been received, but further feed back is being sought. Revisions have been made from the feedback received so far, with the following issues still of concern: Signage across the University, and the liability and health issues which arise if areas are designated as smoking. It was noted by the committee that there was a national trend towards restricting the public's exposure to smoke and the Committee agreed that UNSW should be part of that trend.</p> <p><u>Action:</u></p> <ul style="list-style-type: none"> <i>The Council of the Student Guild to consider revised Draft Policy at their next meeting on 15/3/06 and provide feedback to Ms Hawkin..</i> <i>Feedback will be sought from Deputy Vice-Chancellor, Professor King's office on the draft policy and the implementation plan.</i> <i>The implementation of the policy is to be discussed with Ms Davoren, Executive Officer, who has experience in implementing a similar policy.</i> 	<p>Mr Pratt</p> <p>Mr Rosenthal</p> <p>Mr Rosenthal</p>	<p>9 Jun 06</p> <p>TBA</p> <p>TBA</p>	<p>Pending</p> <p>TBA</p> <p>TBA</p>
5. Standing Items				
5.1 OHS Consultation Structure Status Update	For Information.			
5.2 UNSW Total Losses Statistics 2004 - 2005	For Information. The committee's attention was drawn to the large reduction in worker's compensation losses in 2005, due to the increased training and the work of the RMU and OHS Committees at all levels of the consultation structure. Positive Outcome.			
5.3 Summary of OHS Training Conducted Nov 05 - Feb06	For Information. Provide annual report with more details instead of quarterly report.			
5.4 Summary of Significant Incidents Nov 05 – Feb 06	The Committee discussed the tabled Summary of Significant Incidents. It was noted that a BushSafe course is being developed by Faculty of Engineering and students in Mining Engineering who are on remote placements are to undertake remote first aid training.			
5.5 What's new in RMU?	For Information. <ul style="list-style-type: none"> <i>RMU to post on its web site</i> 	<p>Ms Richardson</p>	<p>17 Mar 06</p>	<p>Pending</p>
6. New Business				
6. 1 Analysis of Student Accidents from 2003-2005	As part of the focus on student's needs in 2006 by the RMU, an analysis was conducted on the nature of student accidents from 2003-2005, in order to determine what strategies are needed to prevent accidents and to help focus development of student online OHS training. This document was tabled and			

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	<p>discussed. Paper to be raised at Student Guild and Postgraduate Student Board. Mr O’Keeffe described his Faculty OHS Student Forum, Mr Morris indicated that would be a good Model for other high risk Faculties <u>Action:</u></p> <ul style="list-style-type: none"> • Undergraduate and postgraduate student representatives to seek feedback from students on what can be done to raise student awareness of safety and what actions can be taken to prevent student injuries. • RMU to further analyse incident reports in relation to any reported environmental damage caused by students. 	<p>Mr Pratt & Mr Marjadi</p> <p>Ms Richardson</p>	<p>9 Jun 06</p> <p>9 Jun 06</p>	<p>Pending</p> <p>Pending</p>
<p>6.2 World Safety Day (28.4.06)</p>	<p>The Committee agreed to promote Occupational Health and Safety at UNSW and the OHS Consultation structure at UNSW as part of World Safety Day on 28/4/06. A number of suggestions to assist forward planning were made including:</p> <ul style="list-style-type: none"> • Reviewing international activities across the world for ideas • Review what other Universities in NSW are doing to mark the occasion • To notify the ILO (instigators of World Safety Day) of what is decided on at UNSW • promote the event in a forthcoming article in news @ UNSW • announce the institution of OHS awards at UNSW, for staff and students, (to be presented later in the year) and criteria for awards. • Nominating a number of staff to assist Ms Heggie (Ms Michelle Price from TechNet, Mr Bob Beale, Faculty of Science) with preparations.(TBC) <p><u>Action:</u></p> <ul style="list-style-type: none"> • Ms Heggie to co-ordinate UNSW promotion of World Safety Day • Security and E-Spot will need to be involved as it is an event on Campus requiring risk assessment • Director HR, Senior Manager RMU, Manager OHS&E and Ms Heggie to meet to discuss World Safety Day Project Plan. 	<p>RMU Ms Heggie</p>	<p>28 Apr 06</p>	<p>Pending</p>

Next meeting 9th June 2006, 9.30 – 11am Committee Room 1, Chancellery