

Level 1 OHS Committee Meeting 29<sup>th</sup> March 2007 – minutes and action schedule

Agenda Item				
<b>1. Welcome</b>				
<b>2. Apologies</b>				
Prof. Pauline Doran, Mr Michael Pratt				
<b>3. Confirmation of Minutes of Previous Meeting</b>				
The minutes were accepted.				
Agenda Item	Decision/Action	By Whom	Due Date	Status
<b>4. Business Arising from the Minutes</b>				
<b>4.1 CICP</b>	Not discussed at this meeting.	<b>Mr Cameron</b>		<b>In Progress</b>
<b>4.2 Level of Biological Laboratory Non-Compliance at UNSW</b>	Not discussed at this meeting. No further information to report to Level 1 OHS Committee at this time.			<b>Finalised for Level 1</b>
<b>4.3 Chemical and Other Laboratory Non-Compliance at UNSW</b>	The committee were informed that Facilities Management were continuing to analyse the business case with regard to upgrading UNSW Laboratories	<b>Facilities Management</b>		<b>Finalised for Level 1</b>
<b>4.4 Safety Awards</b>	The committee was informed that three safety awards were presented at VCAC on the 21 <sup>st</sup> of March, to Ms Skye Owens, Mr Alex Litvak and Prof. Richard Henry. An afternoon Tea to celebrate these awards and recognising the value of safety to UNSW will be held on World Safety Day in April. Ms Phyllis Heggie was commended for her efforts in organising and administering the awards process. <u>Action:</u> Add development of safety awards & recognition of safety at UNSW to the standing items for the Level 1 OHS Committee Agenda.	<b>Ms Hartley</b>	<b>Jun 07</b>	<b>Finalised for Level 1</b>
<b>4.5 L3 OHS Committees Key Performance Indicators Checklist</b>	Sample agendas have been drafted, issued, performance checklist for the Level 3 OHS Committees have been drafted by OHS section based on information provided by Prof. Winder and is available on the OHS Website.			<b>Finalised for Level 1</b>
<b>4.6 Revision of UNSW No Smoking Policy</b>	The committee discussed feedback received in regard to the proposal to issue a revised No Smoking Policy at UNSW. It was agreed that whilst there was a possibility of non-compliance with the policy, it was important to have the policy finalised and circulated for a trial period. <u>Action:</u> Circulate the final draft of the smoking policy to the committee. Comments to be returned to the committee within two weeks, It will then be issued	<b>Mr Morris</b>	<b>22 Apr 07</b>	<b>Pending</b>

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<b>4.7 Specific Hazards Safety</b>	The UNSW Radiation Safety Officer (Mr Armstrong) and Mr Cameron of Security have met to discuss issues pertaining to the retirement of the old Cobalt 60 source and security of the new source.			<b>Finalised for Level 1</b>
<b>4.8 SECO'S Emergency team</b>	The number of SECO volunteers are increasing. It was noted that a similar issue is developing about OHS volunteers for committees after the Voluntary Redundancy process. The committee agreed to revisit the issue if it became a problem.			<b>Finalised for Level 1</b>
<b>5. Standing Items</b>				
<b>5.1 OHS Consultation Structure Status Update</b>	Tabled for information.			
<b>5.2 UNSW Total Losses Statistics 2004 - 2005</b>	Five year graphs of the distribution of type of injury were tabled for information. It was noted that over 2004 – 5 the number of reports increased, possibly as a result of increased awareness and training around the need to report. <u>Action:</u> Current reports, including Workers Compensation statistics, to be tabled at the next meeting.	<b>Ms Hartley</b>	<b>Jun 07</b>	<b>Pending</b>
<b>5.3 Summary of Significant Incidents Nov 05 – Feb 06</b>	Tabled for information, and discussed.			
<b>5.5 WorkCover OHS Audit of UNSW 2007 Planning Update</b>	<ul style="list-style-type: none"> <li>OHSMS has been implemented or is currently being implemented in a number of areas across UNSW, including CSE, BABS and HR.</li> <li>It was noted that across NSW, there was a trend of self-insurers failing the area of Management Responsibilities, when audited by WorkCover.</li> <li>Purchasing has been identified as an area posing special challenges for the successful implementation of the OHSMS across UNSW as it is a critical step in ensuring the materials and equipment used are safe.</li> <li>Approximately 100 units across UNSW have been identified, which require implementation of the OHSMS.</li> <li>COFA have just undergone an external audit with positive results. In particular, the auditors noted that with the new OHSMS and a longer period of implementation, COFA would be well placed to pass future audits.</li> </ul> <u>Action:</u> A meeting between representatives of the OHS section and Mr Wayne Sandy, the Director of Procurement to be held to discuss OHS purchasing issues.	<b>Mr Morris, OHS Team Mr Sandy</b>	<b>Jun 07</b>	<b>Pending</b>

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<b>5.6 OHS Training</b>	A number of issues regarding training were discussed including, the need for a safe purchasing training course to be developed, either by the OHS or the Financial section. <u>Action:</u> A between representatives of the OHS section and Mr Wayne Sandy, the Director of Procurement to be held (see item 5.5)	<b>Mr Morris OHS Team Mr Sandy</b>	<b>Jun 07</b>	<b>Pending</b>
<b>6. New Business</b>				
<b>6.1 Cats on Campus</b>	The committee was informed of the potential medical hazards posed by cats to staff and students at UNSW. The committee was informed that the RSPCA would be contacted to remove the cats in a humane fashion.			<b>Finalised for Level 1</b>
<b>6.2 Biowaste removal at UNSW</b>	The committee were informed that there had been ongoing problems with waste pickup, and consequently UNSW had changed contractors. UNSW now has a six month contract with Stericorp for Clinical Waste disposal, and with Chemsal for Hazardous Substances on an interim basis. Both contracts will need to go out to tender. <u>Action:</u> Tenders for Clinical and Hazardous waste disposal to be prepared.	<b>Ms Lavin and Mr Janssen, OHS Section</b>	<b>Sep 07</b>	<b>Finalised for Level 1</b>

Next meeting – 7<sup>th</sup> June 2007, 2.00 - 3.30pm Committee Room 2, Chancellery