

## Level 1 OHS Committee Meeting 16<sup>th</sup> September 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, Mr Jennifer Hartley (Secretary)				
<b>2. Apologies</b>				
Peter Nugus sent his apologies, A/Prof Mike Brungs had to leave during item 6.2				
<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 will attend the Senior Management Group meeting on Wednesday 28 <sup>th</sup> of September to brief SMG of current relevant OHS issues.	Committee	23 Sep 05	Quarterly
4.2 Critical Incident Communication Plan (CICP)	Not yet progressed <ul style="list-style-type: none"> <li>Will report on progress in December Meeting</li> </ul>	Ms Richardson	9 Dec 05	Pending
4.3 OHS Hazards and Risk Registers Sub-Committee Report	Ms Richardson met with Ms Tatarinoff to review the draft Generic OHS Hazard and Risk Register. Some additions were requested on behalf of Faculty Committees. Divisional Committees will also be consulted <ul style="list-style-type: none"> <li>Consultation to take place between RMU and Chris Garrod on behalf of Divisional Chairpersons</li> <li>UNSW generic hazard and risk register to be posted on RMU website when consultation is completed and changes finalised.</li> </ul>	Ms Richardson Mr Garrod	30 Sep 05	Pending
		Ms Richardson	9 Dec 05	Pending
4.4 Level of Biological Laboratory Non-Compliance at UNSW	<p>4.4.1 Nominations of Biological Safety Supervisors have been made.</p> <p>4.4.2 Workshops for Biological Safety Supervisors (BSS) have been run, with individual sessions planned for BSS who could not attend.</p> <p>4.4. The letter regarding the upgrade to PC2 standard by 2007 of shared PC2 lab teaching facilities (between BABS and CEIC) has been forwarded to Mr Salah in the Project Development Branch of Facilities. The Committee agreed to support this upgrade through DVC Resources and SMAG.</p> <ul style="list-style-type: none"> <li>A cover letter to accompany above letter to be sent to both the DVC Resources and SAMAG on behalf of L1 OHS Committee endorsing this essential laboratory upgrade</li> <li>Listing of this upgrade on Facilities schedule of work to be pursued</li> </ul>	Mr Rosenthal Mr Morris	23 Sep 05	Pending
		Mr Rosenthal	9 Dec 05	Pending
		RMU	Dec 05	Pending
4.5 Working From Home Arrangement for UNSW Staff	4.6.1 Ergonomic webpage is still under development by the Return to Work Coordinator.	RMU	Dec 05	Pending
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<b>4.6 Payment of Allowance to OHS Convenors and Committee Members</b>	<p>A report from the Sub-committee was tabled and discussed by the meeting. Suggestions to provide incentives included; exemption for agreed hours of teaching in return for service on an OHS Committee for Academics, increased recognition of OHS participation in academic promotion guidelines and time in lieu for general staff; and positive publicity in internal publications.</p> <ul style="list-style-type: none"> <li>• <i>The sub-committee to make a strategy recommendation by Dec 05</i></li> <li>• <i>Options of marketing OHS through University Publications to be explored</i></li> <li>• <i>A ceremony to mark the 5 year anniversary of the Level 1 OHS Committee in December2005 was resolved</i></li> <li>• <i>The Level 1 OHS Committee agreed to Promote World Safety Day on 27<sup>th</sup> April 2006 as part of a strategy to raise the profile of OHS at UNSW</i></li> </ul>	<p><b>Allowance Sub-Committee</b>  <b>Mr Rosenthal</b>  <b>Mr Morris</b></p> <p><b>Level 1 OHS Committee</b></p>	<p><b>9 Dec 05</b>  <b>9 Dec 05</b>  <b>9 Dec 05</b>  <b>April 06</b></p>	<p><b>Pending</b>  <b>Pending</b>  <b>Pending</b>  <b>Pending</b></p>
<b>4.7 Report on Workpace Ergonomic Software Trial</b>	<p>The committee resolved to apply to use a portion of the unspent Workers Compensation Levy on preventative measures. Specifically on providing Workpace software to the UNSW community to reduce the number of overuse injuries.</p> <ul style="list-style-type: none"> <li>• <i>A business case to be made to the CFO to access funds to purchase a Workpace software license.</i></li> </ul>	<p><b>Mr Rosenthal</b>  <b>Mr Morris</b></p>	<p><b>23 Sep 05</b></p>	<p><b>Pending</b></p>
<b>4.8 UNSW OHS Strategic Priorities 2005-2006</b>	<p>The complete Draft document was distributed for comment. Further consultation to take place at the forthcoming meeting of Committee Chairs to be facilitated by the OHS section. The document will then be submitted to SMG and VCAC.</p> <ul style="list-style-type: none"> <li>• <i>Committee to provide comments to Ms Richardson within one week</i></li> <li>• <i>The document to be circulated amongst the Deans for comment</i></li> <li>• <i>RMU to consult with Level 2/3 and 3 Chairpersons</i></li> <li>• <i>The revised document is to be tabled at SMG on 26.9.05</i></li> </ul>	<p><b>L1 OHS Committee</b></p> <p><b>Mr Morris</b>  <b>Prof Archer</b>  <b>Ms Richardson</b>  <b>Mr Morris</b></p>	<p><b>23 Sep 05</b>  <b>Before next VCAC Meeting</b></p>	<p><b>Pending</b>  <b>Pending</b></p>
<b>4.9 OHS Consultation Status Update</b>	<p><b>4.10.1</b> Mr Milne of DVC Academic has agreed to chair the L2 OHS Committee for the DVC Academic</p> <p><b>4.10.2</b> The DVC International &amp; Development is a small division. RMU will recommend that Development Unit establishes OHS consultation structure similar to that which UNSW International has with appointed Employer rep and call for elections for an employee representative. Divisional Committee not required.</p> <p><b>4.10.3</b> DVC Resources Committee held its first meeting on 15 Aug 05, chaired by Prof Alec Cameron, who subsequent to meeting has expressed an interest in joining L1 OHS Committee</p> <ul style="list-style-type: none"> <li>• <i>Mr Milne to email the DVC Academic community announcing the</i></li> </ul>	<p><b>Mr Milne</b></p>	<p><b>9 Dec 05</b>  <b>9 Dec 05</b></p>	<p><b>Pending</b>  <b>Pending</b></p>

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	<p><i>formation of a level 2 committee and calling for elections</i></p> <ul style="list-style-type: none"> <li><i>RMU to liaise with DVC International &amp; Development regarding proposed OHS consultation structure for the Development unit in his division</i></li> </ul>	<b>Prof Ingleson</b>		
<b>Agenda Item</b>	<b>Decision/Action</b>	<b>By Whom</b>	<b>Due Date</b>	<b>Status</b>
<b>4.10 Academic OHS Responsibility and Awareness Strategy</b>	<p>The committee was enjoined to provide feedback to Ms Richardson within a week</p> <ul style="list-style-type: none"> <li><i>The Committee to respond to Ms Richardson by next Friday on UNSW's draft UNSW OHS Marketing Strategy.</i></li> </ul>	<b>Level 1 OHS Committee</b>	<b>23 Sep 05</b>	<b>Pending</b>
<b>4.11 UNSW Climate Survey 2005</b>	<p>Responsibility for the climate survey has now been handed to HR; OHS will be included in the questionnaire.</p> <ul style="list-style-type: none"> <li><i>The projected timeframe of the survey is still to be established.</i></li> <li><i>The OHS section to develop draft questions to be submitted to Level 1</i></li> </ul>	<b>Mr Morris Ms Richardson</b>	<b>9 Dec 05 9 Dec 05</b>	<b>Pending Pending</b>
<b>4.12 Arrangements for Electrical Testing and Tagging of Student Equipment</b>	<p>This has been listed as an agenda item for the next G08 Universities OHS Managers meeting on 29 September 2005 at ANU. The committee was informed COFA is funding electrical testing of student equipment for 2005 as a trial.</p> <ul style="list-style-type: none"> <li><i>Feedback to be provided to the next Level 1 OHS Committee Meeting from the GO8 OHS Managers meeting.</i></li> </ul>	<b>Ms Richardson</b>	<b>9 Sep 05</b>	<b>Pending</b>
<b>4.13 L3 OHS Committees Key Performance Indicators Checklist</b>	<ul style="list-style-type: none"> <li><i>Checklist of all 3 levels of Consultation structure being developed by OHS section</i></li> <li><i>To be reviewed by Chairperson representatives from L1 OHS committee</i></li> </ul>	<b>OHS Team MsTatarinoff Mr Garrod</b>	<b>30 Nov 05 9 Dec 05</b>	<b>Pending Pending</b>
<b>4.14 NSW Occupational Health and Safety (Workplace Deaths) Amendment Act 2005</b>	<p>The OHS section has communicated the news to the UNSW community by developing an amended information sheet and distributing it to the L2 &amp; 3 committees.</p> <ul style="list-style-type: none"> <li><i>The SMG will be informed at their next meeting</i></li> <li><i>The information will be provided to VCAC at their next meeting</i></li> </ul>	<b>Mr Morris Mr Morris</b>	<b>26 Sep 05 26 Sep 05</b>	<b>Pending Pending</b>
<b>5. Standing Items</b>				
<b>5.1 OHS Consultation Structure Status Update</b>	For Information. The updated OHS Consultation Status Aug 2005 document will be posted on the RMU's website	<b>RMU</b>	<b>23 Sep 05</b>	<b>Pending</b>
<b>5.2 UNSW Total Losses Statistics 2004 - 2005</b>	For Information.			
<b>5.3 Summary of OHS Training Conducted</b>	For Information.			
<b>Agenda Item</b>	<b>Decision/Action</b>	<b>By Whom</b>	<b>Due Date</b>	<b>Status</b>
<b>5.4 Summary of Significant</b>	The Committee discussed the tabled Summary of Significant Incidents.			

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<b>Incidents Mar - June 2005</b>				
<b>5.5 What's new in RMU?</b>	For Information. Endorsed as a vehicle to publicise OHS at UNSW. <ul style="list-style-type: none"> <li>Explore the possibility of posting the update on News@UNSW.</li> <li>RMU to post on its web site</li> </ul>	<b>Mr Morris Ms Richardson</b>	<b>9 Dec 05 9 Dec 05</b>	<b>Pending Pending</b>
<b>6. New Business</b>				
<b>6.1 UNSW Risk Rating Matrix, Annual Review - Issue Paper and Proposed Revised Risk Rating</b>	An Issues Paper on need for revising risk rating and proposed revised UNSW Risk Rating Matrix was tabled for the Committee to review. The need to use the same Risk Rating Matrix across UNSW was re-iterated, due to WorkCover and self-insurer requirements. Committee accepted the paper's recommendations. <ul style="list-style-type: none"> <li>Comments to be provided to Ms Richardson by Level 1 Committee</li> <li>RMU to consult with L2/3 and 3 Chairpersons on revised risk rating</li> </ul>	<b>Level 1 Committee Members Ms Richardson</b>	<b>7 Oct 05 30.09.05</b>	<b>Pending</b>
<b>6.2 Executive Summary of Internal OHS Audit Program Review</b>	The current schedule of Internal OHS Audits is almost completed. A summary was provided and the meeting asked whether audits continue on the micro level, or if the focus be changed to a more macro level. Proposals included: <ol style="list-style-type: none"> <li>current system – audit at school/unit level</li> <li>audit at Faculty/Divisional level</li> <li>self-assessment of school/unit, with random elements audited by RMU</li> <li>RMU to audit at faculty level, with self assessment of business units <ul style="list-style-type: none"> <li>Deans to be canvassed as to their response to these options</li> </ul> </li> </ol>	<b>Prof Archer</b>	<b>30 Sep 05</b>	<b>Pending</b>
<b>6.3 Forward Planning for WorkCover 2006 OHS Audit of UNSW</b>	Item will be discussed in more detail at next Level 1 OHS Committee Meeting <ul style="list-style-type: none"> <li>Letter to be written to Manager, WorkCover OHS Audits Section to ask for advice on their proposed date for the UNSW 2006 audit</li> </ul>	<b>Ms Richardson</b>	<b>31 Oct 05</b>	<b>Pending</b>
<b>6.4 OHS Act 2000 Review by WorkCover NSW</b>	The meeting was informed that RMU had facilitated preparation of UNSW response to the review in the public comment period. Ms Richardson noted she had received a copy of response forwarded by Prof Jim Galvin, School of Mining			
<b>7. Items without Notice</b>				
<b>7.1 Revision of UNSW No-Smoking Policy</b>	The meeting was asked to revisit the Non-Smoking Policy and obtain a report on its progress.	<b>Ms Richardson</b>	<b>9 Dec 05</b>	<b>Pending</b>