

Level 1 OHS Committee Meeting 8th September 2006 – minutes and action schedule

Agenda Item				
1. Welcome				
In Attendance: Mr Peter Graham (Chair), Mr Neil Morris, Ms Martina Lavin, Mr Lindsay O'Keeffe, Mr Clive McFarlane, Prof. Mike Archer, A/Prof Chris Winder, Mr Denis Cameron, Mr Nick Milne, Mr Rosenthal, Ms Jennifer Hartley (Secretary)				
<p>The Committee welcomed the new members: Ms Martina Lavin (OHS adviser to the Committee), Mr Clive McFarlane (temporary replacement for Ms Vicky Tatarinoff), Mr Nick Milne (Post-Graduate Student Representative) and Mr Peter Graham (new Chief Operating Officer and Chairperson). Mr Graham briefed the committee on his working history and commitment to OHS. This included 30 yrs in the electricity industry with the last three as C.E.O. of Pacific Power. During his time as CEO at Pacific Power, Lost Time Injury Frequency (LtiFr) had reduced from 65 to 5 and received 5 star rating from National Safety Council. Later when Mr Graham joined Fairfax, LtiFr's there moved from being in the late 60s to a value of 6.</p> <p>Mr Graham regards safety at UNSW as off to a good start, but stated that as an organisation UNSW need to have a greater commitment to OHS. Whilst resources are currently being redirected into research and the Academic side of the organisation, this does not mean that OHS resources will be trimmed. Where required, more resources will be put into OHS. His aim is to take UNSW from a good starting place to the best that we can possibly be in Safety. Our target needs absolutely to be 0 loss time injuries. Risk and injuries of any kind are not acceptable and these are also the views of the Vice Chancellor Professor Fred Hillmer.</p> <p>The committee welcomed Mr Graham's commitment and agreed that safety needs to be lead from above, the profile of safety at UNSW needs to be raised at all levels, and that safety needs to be promoted through publicising safety initiatives such as the decision to immediately install fire sprinklers in the Library, the forthcoming Laboratory Safety Upgrades and the Safety Awards Program. They agreed that UNSW focus needs to be on all aspects of safety, including the reduction of chronic disease and stress.</p>				
2. Apologies				
Mr Chris Garrod, Mr Michael Pratt 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				
CICP	<p>The CICP will become part of Business Continuity Plan in a project led by Mr Rosenthal. It was agreed that the communication wheel be transferred over from the CICP to the Business Continuity Plan. It was noted that the recent emergency exercise highlighted several issues relating to CICP, including confusion over emergency contact numbers. It was also agreed that emergency contact lists were required at both corporate and Faculty/Divisional level, and it was agreed to print the UNSW emergency number 56666 on all staff cards.</p> <p><u>Action:</u> list of emergency contacts, including security, emergency management, Facilities, Deans etc to be drafted.</p>	NM, ML	Oct 06	In Progress

Level 1 OHS Committee Meeting 8th September 06 – Unconfirmed Minutes and Action Schedule

Agenda Item	Decision/Action	By Whom	Due Date	Status
<p>4.2 Level of Biological Laboratory Non-Compliance at UNSW</p>	<p>The committee discussed the report provided by Mr Janssen and agreed that Laboratory Safety was a critical issue at UNSW. It was decided that and the best way to move forward with the recommendations in this report was to turn it into a Project with identification of key priorities as the first step and then going to a tender process for refurbishment works.. It was noted that the issue of laboratory non-compliance at UNSW included Chemical and Other Laboratories. It was agreed that PC2's and Gene Technology labs needed immediate action, and that Chemical and Other Laboratories be surveyed to discover their level of compliance.</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> • Committee write to Alan Egan on behalf of L1 notifying him that work on PC2 and Gene Technology Labs needs to be performed as a priority and asking him to advise who will be the project manager and the timetable to get the work done. • Invite Alan Egan to next meeting to discuss issue. 	<p>PG</p> <p>NM, AE & AJ</p>	<p>Oct 06</p> <p>Oct 06</p>	<p>In Progress</p> <p>In Progress</p>
<p>4.3 Chemical and Other Laboratory Non-Compliance at UNSW</p>	<p><u>Actions:</u> Audit on all laboratories (other than PC2 and Gene Technology), both research and teaching across UNSW to be performed.</p>	<p>OHS Team, Space Auditors</p>	<p>July 07</p>	<p>In Progress</p>
<p>4.4 Payment of Allowance to OHS Convenors and Committee Members</p>	<p>Item finalised for Level 1. Discussion of Safety Awards on next item.</p>			<p>Finalised for Level 1</p>
<p>4.5 Safety Awards</p>	<p>Committee agreed that it was important that safety awards go ahead in 2006 and that significant prizes to be awarded. Prizes will both provide concrete recognition to the individuals who have promoted safety at UNSW and convey the message that safety is important and valued by management to the wider UNSW community. The rewards will take the form of funding for professional development to the value of \$1000 for individuals.</p> <p>The purchase of OHS committee diaries for 2006 as a further reward for safety participation was suggested, with samples of 2005 diary produced.</p> <p><u>Action:</u></p> <ul style="list-style-type: none"> • Human Resources to organise to progress awards by inserting into VC's diary, to be held in council chambers with part of staff awards program. • Further investigation of OHS Diary, possibility of UNSW branding. 	<p>Human Resources Ms Hartley</p>	<p>Oct 06</p> <p>Oct 06</p>	<p>Pending</p> <p>Pending</p>

Level 1 OHS Committee Meeting 8th September 06 – Unconfirmed Minutes and Action Schedule

Agenda Item	Decision/Action	By Whom	Due Date	Status
4.6 Report on Workplace Ergonomic Software Trial	Item finalised for Level 1. Discussion of OHS Training on next item.			Finalised for Level 1
4.7 OHS Training	<p>The possibility of accessing excess Workers Compensation funds for training was discussed. The meeting was informed that NewSouth Global is providing Cert IV in OHS. It was agreed that this training should be offered to people on OHS committees. It was noted that the amount and type of safety training needed would come out of the current review of the OHSMS. It was agreed that for laboratories, training needs to be given at a local level and that staff and students not be allowed into labs until training has been completed. All safety training at UNSW should have competency assessment and that online safety training for all students be investigated.</p> <p><u>Action:</u></p> <ul style="list-style-type: none"> • Review of OHS training to be provided in 2007 • HR to investigate possibility of arranging some Cert IV training on an exchange for services basis with HR • Training to become a standing item on the Level 1 OHS Agenda. 	<p>OHS Section Mr. Morris</p> <p>Ms Hartley</p>	<p>Oct 06</p> <p>Oct 06</p>	Pending
4.8 UNSW OHS Strategic Priorities 2005-2006				Finalised for Level 1
4.9 Academic OHS Responsibility and Awareness Strategy				Finalised for Level 1
4.10 L3 OHS Committees Key Performance Indicators Checklist	<p>Held over until next meeting.</p> <p><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.</p>	<p>Mr Chris Garrod Ms Lavin A/Prof Winder Mr Morris Mr Szczepanski</p>	Oct 06	Pending
4.11 UNSW Risk Rating Matrix, Annual Review - Issue Paper and Proposed Revised Risk Rating	Separate environmental risk rating matrix to be developed by Environment Unit			Finalised For Level 1
4.12 Revision of UNSW No Smoking Policy	<u>Action:</u> Amendments to be finalised and policy issued with a three month trial period.	Mr Morris	Oct 06	Pending

Level 1 OHS Committee Meeting 8th September 06 – Unconfirmed Minutes and Action Schedule

Agenda Item	Decision/Action	By Whom	Due Date	Status
4.13 Security of Section Eight Drugs	Submission received and reviewed by OHS Section. Recommendations in the submission have already been undertaken by OHS Section.			Finalised for Level 1
5. Standing Items				
5.1 OHS Consultation Structure Status Update	Interim structure provided for information – further changes will be added when reporting structure is finalised.			
5.2 UNSW Total Losses Statistics 2004 - 2005	Tabled for information along with a 5 year graph of incidents across UNSW. <u>Action:</u> provide more information on statistics to allow the committee to introduce initiatives	Ms Hartley	Oct 06	Pending
5.3 Summary of Significant Incidents Nov 05 – Feb 06	Tabled for information – It was noted that Mr Graham as COO now requires immediate notification of any occurrence of any significant incident in his portfolio.			
5.4 What's new in RMU?	Tabled for information			
5.5 WorkCover OHS Audit of UNSW 2007 Planning Update	<p>A briefing was provided to the meeting on the current activities of the OHS Section in preparation for the 2007 Audit.</p> <ul style="list-style-type: none"> The OHS Policy has been revised and will be provided to UNSW community for consultation. The OHSMS is undergoing a complete revision, with a view to make it simpler, easier to navigate and to standardise activities Noel Arnold Associates have been engaged as consultants to assist in the preparation process for the 2007 WorkCover Audit, including the development of a Governance Model (a responsibility matrix for OHS at UNSW). They will also be leading four “internal” audits in 2006 in the Faculties of Engineering, Science, Medicine and COFA, as part of this preparation process. <p><u>Action:</u></p> <ul style="list-style-type: none"> OHS Policy to be forwarded to Mr Morris OHS Policy to be forwarded to Prof. Hilmer OHS Policy to be circulated to UNSW Community for consultation OHS Team to complete revision of OHSMS OHS Team to present the revised OHSMS to Level 1 OHS Committee for consultation. 	<p>Mr Bransdon Mr Morris OHS Section</p> <p>OHS Section</p>	<p>11 Sep 06</p> <p>30 Sep 06 13 Oct 06</p>	Pending

Next meeting –12 October 2006, 11 – 12.30am Committee Room 1, Chancellery