

**ALL-SCHOOL
HEALTH SAFETY & WELLBEING COMMITTEE**

**MINUTES OF MEETING No. 1, 2022
HELD ON THURSDAY 2nd of March 2022**

PRESENT

Yvonne Speir, Andrea Spedding, Sergio Stebellini, Craig Lockwood, Dan Barratt, Richard Logan, Zachary Gniadek (proxy for Rachel Gibson), Nichola Thompson, Catherine Toben, Imogen Ball, Peter Hallows, Linda Knobben, Jenny Ong, Annie Richards, Carroll DeVizio, Elaine Fox, Ian Musgrave, Melissa Arnold-Chamney (proxy for Francis Donnelly), Daniel Barratt

APOLOGIES

Nigel Stocks, Danny Liew, Sharyn Gaskin, Rachel Roberts, Peter Zilm, Amanda Drewer, Cherrie Galletly, Corinna Van Den Heuvel

ABSENT

Jennifer Couper, Marita Broberg, Dee Risley, Abdallah Salem, Jill Gilbert, Sarbin Ranjitkar, David Findlay, Gary Wittert, Joanne Bowen, John Wood, Kathryn Hudson, Lucie Walters, Nicholas Smith, Pak Hin Chow, Scott Clark, Stephanie Plummer, Roberta Parshotam, Catharine Jawahar, Kathryn Hudson

1. WELCOME

The Convenor (Carroll DeVizio) welcomed all present at 11:00 am.

2. CONFIRMED MINUTES

The minutes of Q4 meeting were confirmed without amendment.

3. BUSINESS ARISING

Actions from previous meeting

3.1 Action: Peter to send Rachel Gibson a copy of the HSW investigation that took place for incident #2072.

Action complete.

3.2 Action: Linda Knobben will draft an expression of interest email to be released from Heads of Schools (Public Health, Psychology, Nursing, Allied Health Science & Practice) in an effort to recruit new HDR student health and safety representatives.

Action on hold pending restructure.

4. HSW TEAM REPORT

Annie Richards (Senior HSW Advisor), spoke to her report and made the following points:

- Overdue actions assigned by Linda Knobben are in the process of being closed.
- HSW advice from emergency director in relation to the wearing of masks commenced last week, and Louisa Bowes from the central HSW team has been liaising with Tony Cambareri to coordinate distribution of masks and antigen tests to areas in the faculty that require them.
- Cases in the university community are rising rapidly; today, sixteen new cases have been reported to the HR service centre in the space of one hour.
- Vigilance is therefore very necessary, and mask wearing has been noted to be very good amongst students.
- The university has so far received 300 covid-positive notifications via the HR service centre.
- Ventilation throughout university buildings has been increased.

5. REPORTS

5.1 Incident Reports:

| School/Dept | Number of Incidents (Faculty) 1/10/2021 – 31/12/2021 | Number of Incidents (Student Placement) 1/10/2021 – 31/12/2021 |
|---------------|--|--|
| Medicine | 1 | 0 |
| Dental | 0 | 1 |
| Nursing | 1 | 4 |
| Psychology | 1 | 1 |
| Rural Health | 0 | 0 |
| Allied Health | 1 | 0 |
| Public Health | 1 | 0 |
| Faculty | 2 | 0 |
| Biomedicine | 1 | 0 |
| TOTAL | 8 | 5 |

Observations

- 13 incidents were reported in Q4 2021 (down from 26 in the previous quarter) – a figure consistent with expectations in light of the university work-from-home direction.
- One notifiable incident was reported during Q4 2021 (discussed in previous HSW committee meeting)

Summary of incidents

- The 13 incidents reported during Q4 2021 comprised:
 - 2 near misses
 - 5 incidents resulting in an injury
 - 0 Hazard IDs
 - 6 placement incidents
- For the same period in 2020, there were 13 incidents of which 4 were placement incidents.

The item was opened to the committee for questions, none were asked.

5.2 Safety Review schedule and reports

The Safety Review Program for 2021 was a little too ambitious and only half of the reviews the Faculty HSW Team had hoped to undertake were actually completed. This was due to a number of challenges including, of course, the impacts of Covid. The Team also found that they were chasing a large number of individuals to complete their identified actions and it didn't make sense to continuously add to that workload by identifying and chasing completion of more actions through conducting more safety reviews.

20 health and safety reviews were scheduled for 2021, but numbers dropped off towards the end of the year as priorities were balanced with other priorities such as action and incident management.

The Safety Review Program for 2022 is currently on hold pending the restructure under OSP.

5.3 Audits

None were announced.

5.4 New high/ very high-risk activities

Members were asked to bring to the attention of the committee any new high/very high-risk activities. The documentation to facilitate this process will be distributed to heads of schools shortly.

6. HEALTH & SAFETY / POSTGRADUATE STUDENT REPRESENTATIVE ISSUES

Comment was sought from student representatives and health and safety representatives.

Daniel Barratt suggested that the faculty endeavour to recruit more HSRs, and highlighted that his colleague Joshua Woenig (Medical Sciences Research Assistant) may be interested in the role. Peter Hallows responded that the HSW team has had discussions with Josh about being an HSR when he volunteered to be one earlier last year, but that Josh later said he couldn't volunteer at the time as he was too busy. It would be worth raising the idea with Josh again at some stage in 2022/2023.

7. ANY OTHER BUSINESS

7.1 SPE – Linda Knobben

The bi-monthly testing of the safety showers which was not undertaken by the Research Operations Team due to resourcing challenges caused by staff movements and other projects. The Research Operations Team Manager advised that he has obtained permission to engage contractors to do a round of testing in March this year and there will be a review into who will conduct this testing following the restructure.

7.2 Annual Hazard Review – Linda Knobben

Every year Schools and Branches are required to complete and provide an annual hazard review to University Council. It is basically listing in very broad terms what the hazard profile of the School is and a statement that they have been risk assessed. This information is provided to the senior management of the University to ensure they perform their due diligence in understanding the hazards of the University. Each of the Heads of School was requested to review last year's Hazard Review document, make changes as required, and to send the signed document to the Faculty HSW Team.

Action: All Heads of School to Review the provided 2022 for 2021 Annual Hazard Review, make any changes as required and send the signed Review to the Faculty HSW Team.

7.3 Restructure – Peter Hallows

Peter spoke briefly on the restructure, stating that with Serge leaving the university and him leaving the faculty, Linda Knobben will be the only safety officer in the current team who remains in the faculty when the new structure comes into effect.

The number of HSW officers in the faculty will remain unchanged, and this means that two new HSW officers will be transferred or recruited into the team. The services provided by the HSW team to the faculty is not likely to change significantly, and the level of service will not be reduced.

Other Items

Farewell and thank you to Serge and Annie.

Ellaine Fox mentioned that she had seen a large number of asbestos stickers around the university buildings, and sought reassurance that asbestos was managed at the university. Annie Richards and Linda Knobben responded that the asbestos register actively managed, with asbestos-containing infrastructure being regularly assessed to ensure it is not damaged and friable.

Bree Hodgson enquired as to whether there are any special requirements for the electrical testing of equipment used for the treatment of patients. Linda to follow up with an answer.

Next Meeting of the HSW committee meeting to be held in June 2022.