

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

**MINUTES OF MEETING No. 4, 2021
HELD ON THURSDAY 2nd of December 2021**

PRESENT

Jennifer Ong, Linda Knobben, Serge Stebellini, Peter Hallows, Lesley Steele, Anne Richards, Rachel Gibson

Zoom - Richard Logan, Sharyn Gaskin, Geoff Cook, Rachel Roberts, Craig Lockwood, Bree Hodgson, Frank Donnelly, Catherine Tobin, Kathryn Hudson, Roberta Parshotam, Danijela Menicanin

APOLOGIES

Prue Cowled, Nigel Stocks, Dee Risley, Ian Musgrave, Denise Tucker, Dee Risley

1. WELCOME

Due to difficulties in utilising the booked meeting room and IT Zoom problems, the meeting did not commence until 11:20am.

The Convenor (Richard Logan) welcomed all present at 11.20 am.

2. CONFIRMED MINUTES

The minutes of Q3 meeting 02/21 were confirmed, with Rachel Gibson requesting an error in one of the actions raised be corrected (Rachel Roberts was assigned to Rachel Gibson's action).

3. BUSINESS ARISING

Actions from previous meeting

3.1 Action: Linda Knobben to 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 until we have a new student cohort.

3.2 Annie Richards to determine whether mandatory vaccination can validly be listed as a control measure for research involving live covid samples

Action complete.

3.3 Peter Hallows to send Rachel Gibson and Lesley Steele a copy of the Q2 incident that occurred in the school of Allied Health.

Action complete.

3.4: Annie Richards to provide Frank Donnelly with the link to the online wellbeing information session.

Action complete.

4. HSW TEAM REPORT

The Central HSW Team report prepared by Annie Richards was tabled for any questions relating to the report presented. None were forthcoming.

4. REPORTS

5.1 Incident Reports:

Serge Stebellini provided an update on incident numbers in the faculty and some statistics covering the last 2 years. 15 faculty incidents were recorded, and 11 placement incidents were recorded.

School/Dept	Number of Incidents (Faculty) 1/7/2021 – 30/09/2021	Number of Incidents (Student Placement) 1/7/2021 – 30/09/2021
Medicine	1	2
Dental	4	1
Nursing	4	8
Psychology	0	0
Rural Health	0	0
Allied Health	1	0
Public Health	0	0
Faculty	4	0
Biomedicine	1	0
TOTAL	15	11

Observations

- 26 incidents were reported in Q3 2021 (up from 12 in the previous quarter). This is in line with previous years placement spikes that occur in this quarter
- No notifiable incidents were reported during Q3 2021.

Summary of incidents

- The 26 incidents reported during Q3 2021 comprised:
 - 2 near misses
 - 9 incidents resulting in an injury
 - 4 Hazard IDs
 - 11 placement incidents
- For the same period in 2020 there were 31 incidents of which 13 were placement incidents.
- Notifiable Incident – Allied Health

The item was opened to the committee for questions.

5.2 Safety Review schedule and reports

Safety Culture Survey

Linda Knobben spoke on the School of Public Health / Faculty HSW Team health and safety culture survey project. The committee were informed that the health and safety culture survey of 1,000 lab-based staff and students was sent out over a period of several weeks, and enough responses were received to give valid data. The responses received

from the survey are currently being processed into an actionable format by a public student for her master's project.

We have received a preliminary report of the findings from the Safety Culture Survey. Although the response rate was very low at 9% the results confirmed what we already suspected in that there is room for improvement in induction, particularly of the HDR students. Of particular concern was a perceived lack of knowledge of emergency management procedures for chemical or biological spills and chemical labelling requirements. On the flip side, scores were quite high regarding organisational safety questions such as 'I believe safety issues are prioritised appropriately in the group' which indicates the safety culture in the Faculty is good. In the new year, once we've received the final report and recommendations, we will look at what we can do to set up a more robust induction package for the Faculty which addresses the identified issues.

5.3 Audits

None 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. None were announced.

6. HEALTH & SAFETY / POSTGRADUATE STUDENT REPRESENTATIVE ISSUES

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

7. ANY OTHER BUSINESS

7.1 End of Year reporting arrangements

Serge Stebellini advised the committee that an email will be sent to all workgroups in relation to updating their chemical registers to ensure chemical manifest compliance is met across the faculty.

7.2 Centralisation of HSW

Peter Hallows provided some information on how the centralisation of the HSW team will impact HSW service delivery. The FCP confirmed that the centralised model in relation to HSW that was set out in the DCP will be adopted.

Feedback was received from staff concerned that the level of HSW Advisory resources would not be sufficient and argued that HSW staff should be located locally. The University considered this feedback and determined that the level of resourcing proposed in the DCP is appropriate because it has been based on demand and risk profiles.

The intention is that the eight new faculty-aligned HSW positions (of which three will be allocated to Health and Medical Sciences) will be located in faculties to build local knowledge and maintain a strong connection with Technical Services and Faculty/School staff.

7.3 Induction 2022

Linda Knobben advised that the HDR induction will be updated for 2022 and will be incorporated in the faculty intranet. Small group inductions will be offered as required.

Other Items

Notifiable Incident Allied Health

Peter Hallows spoke to the recent notifiable incident in the school of Allied Health in which a member of staff fell over an exposed floor-mounted power outlet while moving medical tables in preparation for an OSCE. The committee were provided with a summary of the corrective actions that are being taken as a result of the incident:

- A risk assessment and safe operating procedure has been created for the activity of moving the medical tables into OSCE configuration.
- A rule whereby only Teaching Support staff are permitted to move the tables will be created.
- Signs will be installed in the room stating that only Teaching Support staff are to move the tables.
- Rubber Pinchweld is to be installed to cover the sharp edges of the power outlets, and cones are to be placed over power outlets if they are not covered by a table during OSCEs.
- An assessment of H&MS buildings is to be undertaken to determine if similar hazards exist elsewhere.

Rachel Roberts endorsed the corrective actions set by the HSW team, and requested a copy of the investigation that took place.

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

Next Meeting

The next HSW committee meeting will be held in March 2022.