

## FACULTY OF ARTS

Q1 2022 HSW COMMITTEE MEETING – 14 FEBRUARY 2022

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### UNCONFIRMED MINUTES OF MEETING

A meeting of the Faculty of Arts Health, Safety and Wellbeing Committee was held via zoom and in the ED Meeting Room, Napier G53 at 3:30pm Monday 14 February 2022.

**PRESENT:** Jennifer Clark (Convenor), Abhinay Katakam, Graeme Koehne, Faye McCallum, Melissa Nursey-Bray, Anne Richards, Maggie Tonkin, Vanessa Gicasvilli, Tanya Hardy, Kath McCulloch

#### 1. WELCOME AND APOLOGIES

Jennifer Clark opened the meeting with an Acknowledgment of Country.  
Apologies received from Natalie Edwards, Sarah Hoggard, Abhinay Katakam

#### 2. MINUTES FROM PREVIOUS MEETING Q4/2021, 19 OCTOBER 2021

Vanessa Gicasvilli moved to approve the minutes; seconded by Maggie Tonkin.

#### 3. ACTIONS/BUSINESS ARISING FROM PREVIOUS MEETING

Action items were completed.

#### 4. STANDING AGENDA ITEMS

##### 4.1 Faculty of Arts HSW Report and Traffic Light Report

Reports were distributed prior to the meeting and were taken as read. The Traffic Light Report is based on the information recorded by the Faculty HSW Coordinator in UniSafe and the findings from HSW internal audits. It was noted that the Faculty currently remains all Green.

- A total of 2 incidents were reported during the fourth quarter for 2021. 14 incidents in total were recorded in 2021.
- The total of Workers Compensation claims to the end of 2021 was 4.
- The following Safety Reviews have been completed in 2021;
  - Social Sciences – Boating. The findings of the Internal Audit were released and action was assigned in UniSafe (Refer to pages 3-7 of the report).
  - Social Sciences – Chemical Safety Management
  - Elder Conservatorium of Music – Noise and Sound Management
  - Elder Conservatorium of Music – Hazardous Manual Tasks

##### 4.2 Workplace Monitoring

The Faculty's Workplace Monitoring Plan with updates 21 December 2021 provided by the Faculty HSW Coordinator, Jacki Rushby, was distributed prior to the meeting. Report attached. Jennifer Clark thanked Jacki Rushby who has worked very hard to assist HOS, School Business Managers, Supervisors and Senior Administrative staff, and increase their knowledge of health and safety issues and requirements.

#### **4.3 Humanities**

Nothing to report

#### **4.4 Social Sciences**

Nothing to report

#### **4.5 Elder Conservatorium of Music**

The testing of the acoustic screen prototype was carried out on 6 December 2021 and the results were not favourable. It was agreed that the best immediate course of action would be to re-visit wearing ear plugs. Detailed report attached.

#### **4.6 Education**

Faye McCallum asked the HSW Senior Advisor, Anne Richards, what the University directive is for unvaccinated students and if this requires alternative teaching methods. The results of the *Pandemic Vaccination Policy Survey* have not been released as yet but the current expectation is that students attend classes on campus (or online if available).

#### **4.7 Office**

- From 28 March 2022, the HSW Coordinator, Jacki Rushby will be reporting to HSW Central but will most likely be located within the new Faculty.
- Work has commenced on the eastern facade of the Napier Building. Infrastructure has advised that some offices will need to be vacated while a crane and swing stage is operating but this is some weeks away and will be for a short period only. It is currently developing a program of works which will be shared. Kath McCulloch will distribute to School Business Managers. There is no impact on the emergency evacuation assembly point, the Goodman Lawns.
- Cleaning issues and concerns have been raised about the quality of the cleaning regimen within the Arts Faculty buildings, especially Napier. The concern is that the building is not cleaned well enough or regularly enough, to the point where staff are doing their own cleaning and Social Sciences has purchased its own vacuum cleaner for the use of staff. Kath McCulloch collated responses from School Business Managers and sent a list of issues to Jim Mikromanolis, Cleaning & Waster Services Coordinator. He performed a cleaning inspection of Napier on 14 February and provided a report to the service provider to form part of their monthly KPIs and will begin to rectify the issues identified. Mr Mikromanolis will undertake a follow-up inspection in the coming weeks.

#### **5. SPE/ANNUAL HAZARD REVIEWS**

Attached are the final SPEs and Annual Hazard Reviews for 2021. Actions have been completed as planned. First Aid Assessments were also completed in 2021. 2022 SPEs are in the process of being drafted and quarterly meetings have been scheduled in calendar to monitor progress for the first quarter of 2022.

#### **6. ANY OTHER BUSINESS**

Jennifer Clark acknowledged that this is the last Faculty of Arts HSW Committee meeting and thanked members for their contributions and commitment to making Arts a safe workplace. Due to the Organisational Sustainability Project and their positions being made redundant, it is also the last meeting for Anne Richards and Kath McCulloch. Jennifer Clark wished them both well for their future endeavours.

**7. NEXT MEETING**  
TBA

Meeting closed at 4:00pm

KATH MCCULLOCH

**DISTRIBUTION:**

Prof Jennifer Clark (Interim Executive Dean) - Convenor  
Prof Faye McCallum (Head, School of Education)  
Prof Graeme Koehne (Director, Elder Conservatorium of Music)  
Prof Natalie Edwards (Acting Head, School of Humanities)  
Prof Melissa Nursey-Bray (Interim Head, School of Social Sciences)  
Abhinay Katakam (Acting Faculty Executive Manager)  
Kath McCulloch (Faculty Office representative and Secretary)  
Sarah Hoggard (Social Sciences representative)  
Dr Maggie Tonkin (Humanities representative)  
Tanya Hardy (Elder Conservatorium of Music representative)  
Vanessa Gicasvilli (Education representative)  
Anne Richards (Senior HSW Advisor)  
Jacki Rushby (Faculty HSW Coordinator)