

UNSW Medicine Level 2 Health and Safety Committee Minutes



Date: 10 February 2015 **Venue:** Hugh Dixon Room, AGSM

Attendees	Professor Peter Smith; Jo-Anne Tee; Professor Phil Jones; Professor Raina MacIntyre; Professor Louisa Jorm; Professor Philip Mitchell; Professor Michael Farrell; Professor John Hunt; Trish O'Brien; Professor David Cooper; Professor William (Bill) Ledger; Professor Michael Grimm; Professor Kerry-Ann Rye; Professor Peter Gunning; Professor Nick Zwar; Professor Jeremy Wilson; Professor Phillip Crowe; Professor Allan Spigelman; Professor Mark Harris;
Apologies	Professor Terry Campbell; Assoc Professor Glenda Lawrence; Professor Adam Jaffe; Dr Leslie Forster; Assoc Professor Gawaine Powell Davies;
In attendance	Ms Blathnaid Farrell, Health and Safety Coordinator (Medicine)

1. Report from Level 1 Health and Safety Committee (26 November 2014)

- The UNSW Fieldwork Guidelines were consulted on but deemed that further revision was required.
- Three incidents from Medicine were mentioned in the Significant Incidents section, these were discussed at our Level 2 Health and Safety Meeting in November 2014.
- The number of compensation claims across the university has increased with no apparent trend.
- The UNSW National Greenhouse and Energy Report was lodged; emissions have increased.
- A Health and Wellbeing Plan is being developed to promote UNSW as a "Health University". UNSW Medicine Lifestyle Clinic and Black Dog Institute are among the key stakeholders.
- Randwick Campus, where NDARC are located, will get an AED (Defibrillator) in April 2015 as part of the campus-wide roll out plan.
- A Traffic and Pedestrian Safety Management Plan is being developed. Gate 11 and routes to the hospital have been identified as risks to be addressed in the plan.
- A UNSW Ebola Preparedness Plan was put in place before the holiday shutdown.

2. UNSW Medicine Health and Safety Report

Ms Farrell discussed the report (statistics were for all of 2014):

- Needle-stick/sharp injuries have been described individually in the report to demonstrate the causes, as these are the highest number of incidents.
- A 15 minute online refresher Health and Safety Awareness training has been developed. L3 committee should consider whether to roll this out to existing staff within their schools.
- The myUNSW hazard reporting system will be refreshed later in 2015.
- The Workers Compensation team have moved and now report to Director of Safety and Sustainability.
- Taskforce inspections in 2015 will focus on the following (in addition to general laboratory inspection): Training needs analysis, contractor management, Biological Safety Cabinet use, Globally Harmonised System (GHS) of labelling, laboratory ergonomics, S8 drugs, sharps management, SafeSys implementation and SciQuest implementation.
- Every school/centre has achieved a Self-Audit Tool (SAT) score above the target of 75%.
- Total hazards reported were 37 (down from 52 in 2013).
- Total workplace inspection hazards reported were 330 (up from 224 in 2013).
- Total incidents were 79 (up from 64 in 2013). The highest number were Needle-stick/sharps at 15 (up from 9 in 2013). The number of slip/trip/fall incidents fell to 10 in 2014, from 18 in 2013. The Safety Black Spot project in 2014 identifying and addressing slip/trip/fall hazards may have contributed to this fall in numbers.
- Although needle-stick/sharps are the highest incidents few are reported as hazards in inspections etc.; this may indicate that the incidents could be due to poor technique during use rather than something that is visible during inspections.

- Professor Smith queried why “Medicine Faculty Admin” had the highest number of incidents. It was explained that this category includes Research Support Officers and Technical Officers based in Lowy and Wallace Wurth laboratories.
- Corrective action completion was at a very high rate (overall faculty at 92%). Only Virology laboratory in Prince of Wales Hospital was below the 80% target.
- It was explained that in the future the Level 2 report will include environmental updates such as; Green lab training data and environmental hazards. The general laboratory inspection and taskforce inspection will have environmental aspects added to them.

3. Next UNSW Medicine Executive meetings as Health and Safety committee

- 26 May 2015
- 21 July 2015
- 17 November 2015