

UNSW Medicine Level 2 Health and Safety Committee Minutes



Date: 26 May 2015 **Venue:** Hugh Dixon Room, AGSM

Attendees	Professor Peter Smith; Professor Terry Campbell; Jo-Anne Tee; Professor Phil Jones; Professor Louisa Jorm; Professor Philip Mitchell; Professor Michael Farrell; Professor John Hunt; Trish O'Brien; Professor William (Bill) Ledger; Professor Adam Jaffe; Professor Michael Grimm; Professor Peter Gunning; Professor Nick Zwar; Professor Jeremy Wilson; Assoc Prof Andrew Hayen
Apologies	Professor Raina MacIntyre; Professor David Cooper; Professor Kerry-Ann Rye; Professor Phillip Crowe; Professor Allan Spigelman; Professor Mark Harris; Assoc Professor Glenda Lawrence; 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 (5 March 2014)

- This was the first level 1 chaired by the new Vice Chancellor Prof Ian Jacobs.
- Enforcement of mandatory health and safety training for new starters was discussed. This will be re-visited at the November meeting once the new HR system can be demonstrated as a tool to enforce the training.
- A Traffic and Pedestrian Management Plan for Kensington campus has been prepared. A schedule of work is being developed to address each of the issues with a timeline commensurate with the risk rating. Randwick campus will be reviewed in 2016.
 - Prof Ledger queried whether gate 11 was included in the plan. It was explained that the gate 11 area has been identified as a risk in the report. The building contractors have traffic management in place for construction vehicles.
 - Prof Smith queried when and where a pedestrian crossing on Botany Street is going to be put in place. Ms Farrell explained that it was approved by Randwick Council some time ago to place it in the centre between Barker Street and High Street; however there is no date for completion. Helen Moustacas in Facilities Management attends the Randwick Traffic Committee and has been pushing for this.
- The committee will be doing Due Diligence Training for Officers.

2. UNSW Medicine Health and Safety Report

Ms Farrell discussed the report (statistics were for the year to 7 May 2015):

- A medical student had a serious finger injury while carrying an Arc BBQ that had faulty legs. Arc have bolted the legs of all the BBQ's to prevent recurrence.
- There have been a number of reports of faults with the main passenger lift at Samuels building, including it dropping while passengers are in it. This is the top priority lift on campus for replacement.
- A number of people fell in the stairwell of Botany Street Carpark due to darkness caused by the main lighting failing and the emergency lighting running for its full 90minutes when the batteries stopped. Facilities Management are investigating this.
- Three needlesticks incidents were related to student activities and two involved staff.
- Medicine is leading the way at UNSW in involvement in the Global Corporate Challenge health initiative. Thanks to Jo-Anne Tee for agreeing to sponsor two teams from the faculty. There are now 16 teams (112 people) from Medicine participating (*updated from date of the report*).
- Areas to be audited this year are School of Medical Sciences and Centre for Vascular Research. The audits have been requested for toward the end of the audit period (October) once changes in the areas have settled in. The 2015 audit will be conducted by a 3rd party auditor. The UNSW Internal Audit Office has agreed that next year they will coordinate the audits, which will most likely be by Deloitte.
- As a result of request from Medicine staff the UNSW First Aid Procedure now has allowance to include EpiPens (and equivalent) if needed, this was mainly due to the types of practicals carried out with students.
- There have been three taskforce inspections. Thanks to the Ingham Institute who agreed to an inspection of the areas occupied by UNSW staff, this was the first time that a taskforce inspection was carried out at an affiliated organisation.

- During inspections areas expressed concern with compliance with the Globally Harmonised System (GHS) of labelling chemicals by the end of 2016. UNSW Health and Safety have met with WorkCover to discuss issues with compliance.
- Currently the faculty is at 69% - 80% completion of new staff health and safety training. In the same period last year we were at 55%, therefore there has been improvement in compliance but we still have a way to go to meet the 100% target.
- The number of incidents have increased compared to the same period last year. We have had more incidents reported relating to students based in hospitals; perhaps this is due to increased awareness of the need to inform UNSW.
- Very few hazards from inspections have been logged. All areas are to ensure that Level 3 Health and Safety Committees have inspected their areas by the end of the year.
- Corrective action close-off rate is at 94%.

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

- 21 July 2015
- 17 November 2015