

UNSW Medicine Level 2 Health and Safety Committee Minutes



Date: 12 July 2016 **Venue:** Boardroom (240), AGSM

Attendees	Professor Terry Campbell, Professor Nick Zwar, Professor Sean Emery, Dr Lesley Forster, Dr Mark Ainsworth, Professor Robyn Richmond, Ms Lara Jacques, Ms Trish O'Brien, Professor Peter Gunning, Professor William Ledger, Professor Phillip Crowe, Professor Michael Grimm, Professor Allan Spigelman, Scientia Professor David Cooper, Scientia Professor Mark Harris, Professor Louisa Jorm, Professor Murray Norris
Apologies	Professor Rodney Phillips, Professor Phillip Mitchell, Professor Adam Jaffe, Professor Michael Farrell, Professor Jeremy Wilson (Represented by Professor Minoti Apte), Professor Raina MacIntyre (Represented by Dr Anita Heywood)
In attendance	Gregory Maxwell, Health and Safety Coordinator (Medicine) Aaron Magner (Director, UNSW Safety and Sustainability) Trish Mullins (Director, Policy and Government Relations)

1. Report from Level 1 Health and Safety Committee

- The Committee noted the WHS Due Diligence Training provided to Council on 14 June 2016, with the focus on Council members' duties and responsibilities.
- WHS Due Diligence training for Faculty/Divisional L2 HSE Committee members to take place by the next Level 1 meeting (September 2016) with written confirmation of such completion to be provided to Mr Magner.
- SafeWork NSW Audit: The Committee noted the report provided, with particular reference to the following:
 - The four-day SafeWork NSW Self-Insurance audit was completed on 15 April 2016. UNSW passed the audit with a compliance score of 90.9% for Management Responsibility and 90.9% for Risk Management, an improvement on the last audit. This is an excellent outcome and evidence of UNSW's operational effectiveness and efficiency in health and safety. Mr Magner congratulated and thanked everyone who helped UNSW to achieve this outcome. The Committee noted that the UNSW Health, Safety and Environment Office will provide regular updates to ET/Level 1 Health, Safety and Environment Committee on the completion of the agreed actions arising from the audit.
- Matters arising from L2 HSE Committees: Nil
- Health and Safety Plan 2016-2018: The Committee noted the Work Health and Safety Plan provided.

2. Notable hazards and incidents in Medicine since the last meeting (May 2016)

- Upon review of reported hazards and incidents since the last meeting, there has been one notable incident involving the use of radioactive material in a laboratory, as well as two strain injuries which were attributed to repetitive movement or overuse from pipettes.
- The close-off rate for Corrective Actions is currently at 93% for the Faculty and 91% of staff within Medicine have completed their mandatory health and safety awareness / ergonomics training.
- Taskforce Inspections to date have been very positive, minimal issues were discovered during the annual inspections of UNSW Medicine laboratories. The remaining inspections for the year will be carried out up until November.

3. UNSW Health and Safety updates since the last meeting:

- The 2016 Health and Safety Internal Audits are scheduled for the second half of 2016. The following are the proposed audit sites within Medicine:
 1. St George & Sutherland Clinical School
 2. Biological Resources Centre
- Global Corporate Challenge: UNSW is taking part in the Global Corporate Challenge (GCC) again this year, which started on 25 May 2016. The challenge is a 100 day virtual journey to clock-up 10,000 steps per day, improve nutrition and improve sleep patterns.

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

- 15 November 2016