

UNSW Medicine Level 2 Health and Safety Committee Minutes



Date: 16 February 2016 **Venue:** Boardroom (240), AGSM

Attendees	Professor Terry Campbell; 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 Raina MacIntyre
In attendance	Gregory Maxwell, Health and Safety Coordinator (Medicine)

1. Report from Level 1 Health and Safety Committee (December 2015)

- The NSS system upgrade is on target for release in February. With the release will be the ability to automatically enrol new staff onto the mandatory WHS training courses. This will enable more accurate reporting for tracking % completion. New staff will also be required to login to myUNSW to enter their personal details for payroll; this will ensure early familiarity with the system.
- The WHS Plan 2013-2015 identified contractor safety management as one of the projects to meet the objective: "improve systems for managing UNSW's top 5 high risk hazards/activities". Whilst the other four have been successfully completed this project, which involves multiple stakeholders, will be rolled over to the next WHS plan release. The requirements for an online system have already been scoped and a business case is being prepared to seek funding.
- In a recent 'Staff Voice' survey conducted amongst UNSW staff, and in which 64% of staff participated, 92% of respondents believed UNSW placed a high value on safety. The committee noted that this result reflects a significant cultural change across the university over the years which has been led by senior management and promoted by all staff particularly middle management and supervisors.
- UNSW scored 98% in an audit on its management of workers' compensation claims conducted by an independent assessor.
- WorkCover NSW has been abolished and replaced by 3 new organisations: SafeWork NSW (responsible for health and safety regulation, audits and inspections); Insurance and Care NSW (injury management); and State Insurance.

2. UNSW Medicine Health and Safety Report

Mr Maxwell discussed the report (statistics were for all of 2015):

- Total workplace inspection hazards reported were 228.
- Total incidents were 79. The highest numbers were needle-stick/sharps injuries at 17. The number of slip/trip/fall incidents fell to 8 in 2015, from 10 in 2014.
- 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.
- Corrective action completion was at a very high rate (overall faculty at 94%).
- UNSW has entered into a formal Alliance Agreement with SafeWork NSW (formally WorkCover NSW). An important element of the agreement is the maintenance of a close, open and constructive relationship with the NSW health and safety regulator. The alliance agreement facilitates improved consultation and ultimately better health, safety and wellbeing outcomes for UNSW staff, students and visitors. UNSW is the first university in NSW to enter into an alliance agreement with SafeWork NSW.
- Trips, slips and falls from uneven floor surfaces are a large contributor to injuries; staff who notice this in their work area have been encouraged to raise it to the attention of FM and report through myUNSW.
- A member of staff accidentally cut themselves with a clean scalpel blade during sample processing. Extra caution when handling sharps is advised, staff and students should also be made aware of safer alternatives when using sharps, e.g. how to properly use blade removal devices and needle uncapping devices. If unsure, it is always best to seek help from those who are most familiar with the equipment.

- An incident was reported whereby a student was changing the intravenous cannula of a patient who is known to be HIV(+). The student was wearing the correct gloves, however the patient experienced a significant bleed from the cannula site and his blood washed up over the staff members glove and down inside onto the back of their hand and fingers. This raises an important message about wearing the appropriate personal protective equipment, as well as highlighting the need to ensure that care is taken when performing clinical procedures.

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

- 17 May 2016
- 12 July 2016
- 15 November 2016