

# UNSW Medicine Level 2 Health and Safety Committee Minutes



**Date:** 17 Nov 2015 **Venue:** Boardroom (240), AGSM

Attendees	Professor Terry Campbell; Prof Professor David Cooper; Professor Sean Emery; Professor Louisa Jorm; Dr Leslie Forster; Dr Mark Ainsworth; Professor Michael Farrell; Professor Mark Harris; Professor Raina MacIntyre; Trish O'Brien; Professor William (Bill) Ledger
Apologies	Professor Murray Norris; Professor Adam Jaffe, Professor Peter Gunning, Professor Nick Zwar; Professor Rodney Phillips; Ms Jo-Anne Tee; Professor Philip Mitchell; Professor Allan Spigelman; Professor Michael Grimm; Associate Professor Andrew Hayen
In attendance	Mr Gregory Maxwell, Health and Safety Coordinator (Medicine) Ms Blathnaid Farrell, Health and Safety Coordinator (Engineering)

## 1. Report from Level 1 Health and Safety Committee

- There hasn't been a Level 1 Health and Safety Committee since the last L2 meeting.

## 2. UNSW Medicine Health and Safety Report

Mr Maxwell discussed the report (statistics were for the year to 31 October 2015):

- A laser incident resulted in a member of staff being exposed. The individual had eye examinations with no adverse effects found. Reminders have been distributed regarding laser safety.
- Plastic was placed into an oven causing it to melt and when the oven door was opened the operator was exposed to fumes. The person suffered minor irritation.
- There were 2 sharps incidents since the last meeting.
- The Health and Safety team are busy testing the refreshed myUNSW hazard reporting system and reviewing all documentation related to the new Self-Insurance Licence requirements.
- A business case is being put together for an online contractor management system, consultation documents were sent to Medicine L3 chairpersons and key contacts with the opportunity to comment.
- School of Medical Sciences (SoMS) had two health and safety audits; one focusing on Anatomy and another focusing on Level 3 Lowy. Overall the School scored 95% which is an excellent result.
- New hires completion of Health and Safety Awareness Training is at 87% and Ergonomics is at 91%.
- SoMS is the main reporter of hazards (mostly chemical and slip/trip/falls).
- The Kirby Institute and SoMS are the main reports of incidents. Most incidents are sharps/needle-stick – related. Prof Campbell reminded everyone that this is a recurring theme and that every area should stay on top of sharps management.
- Most issues identified during inspections relate to poor housekeeping and poor chemical management.
- The Corrective Action close-off rate is 95%

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

- 2016 dates to be arranged.