

Minutes

COMMITTEE	Portfolio WHS Committee
MEETING NO.	02/2017
DATE / TIME	21 June 2017, 1:00pm
VENUE	Office of the DVC
ATTENDING	Marnie Hughes-Warrington, Chair Chris Grange, EDAP Shirley Leitch, Gerry Patron, WEG
APOLOGIES	Margaret Harding, DVC (Research) Mark Mulligan, WEG
OBSERVERS	Cathy Haberle, WHS Committee Secretariat

Part 1. Welcome and apologies

1. Welcome and apologies

Apologies were received from Margaret Harding, DVC (Research) and Mark Mulligan, WEG

Part 2. Previous minutes

The minutes from the previous meeting were endorsed.

Part 3. WHS Management System Reporting

3.1 Incidents / Injuries / Hazard Reports

- Since Council meeting the figures have not changed dramatically incidents have gone up to 60 in total and student reports are around 4 for that period and the majority of the incidents are around manual handling and ergonomic tasks. There issue of mould in the D.A. Brown building was reported. It is not a notifiable incident and at this stage has not affected many people.
- WEG advised that more detailed reports will be available specific to areas once Figtree has gone live.
- It was noted that it is important for the Portfolio Committee to receive reports for the Facilities & Services and ITS Committee as they are both the high risk environments within the portfolio.
- Graph 2 - WEG advised that the increase in incidents is mainly due to the overall increase in reporting as previously there had not been monitoring of incident data in terms of first aid, medical treatments and lost times.

- C.G noted the 75 incidents that were reported under mechanism general as previously they were zero. WEG noted that categories had been added which were not previously being captured which may explain the zeros. Some of this has been as a result of when the category at the time of reporting is being left blank due to insufficient knowledge of how to fill in the report correctly.
- When Figtree goes live this may be more efficient as there are mandatory fields which need to be filled or you will not be able to progress with the form.

3.2 Claims and rehabilitation

- There was a student death which was non-work related incident.
- The Chair noted that serious personal injury reporting, there were only two last year and part way through this year we are already equal with that number.
- The Committee were updated on the asbestos issue at RSES, which is currently undergoing a full removal of asbestos in the basement of the Jaeger 1 building which is being managed by Facilities & Services.

3.3 Objectives / KPI's

- Currently working on feeding into PDR's on a set of WEG KPI's which will be drilled down to WHS consultants. Improvements can then be reported University wide
- The biggest one of these will be stakeholder engagement. A program was started early last year reaching out to all areas of the University and building a network of contacts by conducting a meet and greet informing staff of who WEG are and how they can assist their local area. Also advising of what training is being provided.
- Figtree will be go live 1 July 2017. Training is currently being conducted for the university community. The Committee was advised that there was a push for students to be allowed to report incidents. This is currently being investigated and looking at initially giving access to HDR students. This will not happen when Figtree goes live but should be implemented soon after.

3.4 Investigation Reports / Corrective Actions

- The other major incident report on campus was the discovery of mould in the D.A. Brown building. This triggered air quality testing which showed the presence of mould. Secondary testing was then done targeting split systems, air intake grills and common areas. The first round of results were total air quality showing in the extreme category and the secondary testing results were more specific to the area but lower. Corrective actions have been recommended to Facilities and services to remediate those areas. The mould ecology that was identified was common throughout the environment.

3.5 WHS Audits and Inspections

- There was an external audit conducted by Comcare through the self-insurance project which was to determine the capability of meeting self-insurance. The result of this audit was positive and showed that the proposed and current systems in place were capable of meeting the required compliance. Recommendations from that audit have been taken on board and are being addressed.

Action 2/2017 1	Insight version of report specific to Portfolio Committee	In Progress	Gerard Patron
Action 2/2017 2	Investigate the Mechanism General category in reporting and why it is so high	In Progress	Gerard Patron

Part 4. Summary of issues and Items for action from University WHS Committee

- Items discussed extensively was the student reporting into Figtree and the main concern of who their reports would be escalated to as they do not have a specific supervisor.
- Qualification appropriateness of staff in the particular sub-committees around fieldwork and safety and whether just because of their official position are the correct people to be in the Committee and whether they had the right interest in ensuring that issues are being dealt with and willingness to apply new standards rather than in keeping with old habits.
- The Fieldwork committee is still waiting on a chair to be finalised.
- On-going work in the area of the sub-committees needs to be carried out.

Action 2/2017 3	A meeting to be held with Mark Mulligan to discuss the Fieldwork Chair and who would be appropriate for the position	In Progress	Chris Grange
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Part 5. Legislative / Legal and other requirements update

- The Committee were advised that WEG have organised a subscription to a safety alert system that will provide weekly updates of legislative changes applicable by state and commonwealth jurisdiction. This will give every college access to the subscription which will provide the legislative alerts and other WHS resources on a weekly basis. This will be more efficient than the previous system of it being passed through the one source.
- The Committee was advised that comprehensive detail of hazardous material within union court buildings was not available and would not be clear until the removal process has begun.
- There is current knowledge of asbestos in the Arts Centre and in the Union Building. The Art centre is the more worrying as asbestos has been found to be present in the lagging of the building. Currently there is no clear indication of what is actually present in the union building and it will not be clear until work has been started.
- The Chair advised that the issue of the Barry Drive crossing being a hazard has been raised. CG advised the Committee that from reporting during the exam period the intersection functioned well and has was not a problematic issue during this period.
- CG advised that there is an upcoming issue of impact on staff with the commencement of demolition of the union court. There will be a meeting to give all school directors of impacted schools a briefing on how updates will be communicated to them during the project.
- WEG advised that from a WHS point of view noise will be more of a nuisance to staff than damaging.
- The Chair asked that the union court update be a standing item on the agenda for the foreseeable future.

Action 2/2017 4	Arrange access for Marnie Hughes-Warrington to the subscription for the hazard alerts.	In Progress	Gerard Patron
Action 2/2017 5	The issue of impact of the union court work on staff be a standing Agenda Item for the Portfolio Committee for the foreseeable future	Completed	WEG

Part 6. Policy and Procedure Review

- The Chair advised that the issue of the policies and procedure be taken offline and the Committee to provide feedback for discussion.
- The Chair suggested that the procedure and process for the compulsory immunisation for medical students is looked at closely.
- WEG advised that scholarships for international students have visa requirements for students to have health checks and immunisations which will play a part in the procedure.
- The Chair noted that the scope of the policy template has not been specified on the documents and that it should be. The assumption is that it is applying to everybody unless specified. In the case of the immunisation it would be asked for the scope to exclude the medical students who have their own policy. It was recommended that the scope be specified explicitly on all the documents.
- Home-based work was raised as people may raise the issue of their entitlement to home-based work. HR need to look at this policy to see if there are any HR entitlements to this policy and whether or not they will ask to have their policy flagged.
- CG advised the Committee that the policies for Home-Based Work and the Psychological Risk should go to SMG for review.
- The Committee thanked WEG for all the work that has been done with policies and procedures.

Action 2/2017 6	The Committee to look over the policies and procedures and provide feedback	In Progress	Portfolio Committee
Action 2/2017 7	Advise the Committee of the deadline for the feedback on the policy and procedures	In Progress	Gerard Patron
Action 2/2017 8	Review document template for procedures to include a scope	In progress	WEG

Part 7. Other Business

- The other critical incident is the issue of Lead based paint in childcare centres on campus. Parents were given the opportunity to go and have their children tested and have the costs reimbursed. This was done by some of the parents with the tests coming back as negative. All ground sites have now been remediated and there is still painting encapsulation works ongoing on some of the exterior surfaces.

Part 8. Communication arising from meeting

- Policies and Procedure to be circulated as appropriate to direct reports for feedback and awareness raising.
- Communicate for information on the University WHS Committee noting that the issue of students being given access to the Figtree System has not yet been resolved.
- Reinforce the culture of WHS on campus and upskilling the University.

Part 9. Next Meeting: 4 September 2017.