
AGENDA

DEPARTMENT	Engineering, Health, Science and the Environment (EHSE)
MEETING TITLE	EHSE Workplace Health and Safety Committee (WHSC)
DAY, DATE	Wednesday, 20 April 2016
TIME	09:00 am - 11:00 am
LOCATION	Yellow 2.2.10 Meeting Room
ATTENDEES	Himi Ibrahim (HI) – Chair, Natasha Lawrence (NL), Yolande Yep (YY), Lolita Wikander (LW), David Crook (DC), Matthew Gray (MG), HSR Yellow Precinct – Ramya Ramamoorthi (RR), SEW Guest – Michael Howard (MH)
APOLOGIES	Chris Lugg (CL), Hemangi Surti (HS), Bino George (BG), Hao Wang (HW)
ABSENT	Bijumon Mani (BJ)

1. Welcome and Apologies

HI announced that the committee now have a complete membership. The new (and returning) members are representatives from Student (Bijumon Mani – BM), Administrative (Natasha Lawrence – NL), School of Psychological, and Clinical Sciences (Hao Wang – HW).

2. Matters Arising from Previous Meetings

a. Remote First Aid Course / Box

ACTION 1: MG to enrol in remote first aid course as soon as it is available this year and to advise the committee on suitable or recommended contents for remote first aid box.

b. Blue 5 Air Quality - No further complaint received after completion and installation of carpet in the area.

ACTION 2: LW to follow up with SOH admin in case there are still concerns.

3. IBC Update

a. First IBC meeting was held on 30.03.2016 at Menzies CDU Red 9 Building. The highlight was for members involved with exporting materials, samples or equipment. Members were advised to read through Defence & Strategic Goods List, DSGL (<https://dsgl.defence.gov.au/Pages/Home.aspx>) as Export Control is now imposed by Department of Defence. It comprises Genetically Modified Organisms (GMOs), genetic elements, human, animal and plant pathogens, zoonoses and toxins.

b. In line with new Biosecurity Act which will be in effect from June 2016, four Technical Services members attended the Biosecurity Information Session with Department of Agriculture and Water Resources (DAWR) on 31.03.2016.

- c. HI informed the members that Yellow 2's QC2 labs went through a Quarantine audit by DAWR. The re-certification audit work was led by YY, with 3 other Technical Services members and passed with flying colours.

4. AIIR & Hazard Report – March / April 2016

HI briefed the members on AIIRs and Hazard from last meeting in February 2016. Overall, the Faculty had:

Category	No of Incidents/Accidents
Hand Injury	2
Slip, Trip and Fall / Building & Infrastructure Hazard	1

MH from SEW reminded members to contact Security during emergencies and avoid using personal vehicles to transport injured staff or students within campus or directly to hospitals or clinics. They must be transported using CDU official fleet vehicle or taxi (non-life threatening cases) or by ambulance (life threatening cases). Security can assist with patient transport during an incident

5. Reports from Areas

- a. **Risk Assessment Audit** – HI explained the audit which was conducted about two months ago on the availabilities of risk assessment documents for teaching units and areas in all four schools. SPCS and SENV have responded on time with relevant files. Up to now, HI has received close to 90% from SEIT although some adjustments are still required based on the way risks are over-assessed in some units involving computer use. HI has also received documents from SOH and applauded the details given in the risk assessment forms by the area. Most of the documents are now available in the CDU Wiki (<https://wiki.cdu.edu.au/display/EW/Risk+Assessments>).
- b. **Footwear policy in Offices and Common areas** – Complaints were raised by staff members where students were seen walking on barefoot to and from offices, common areas, corridors and toilets in Yellow 2 building. Committee were informed that there is no such policy on disallowing student or staff from being barefoot in campus common areas and offices. The committee members agreed that staff members or students who are found walking around barefoot in the common areas are to be approached and gently reminded on the inappropriateness of the action based on minimum dress code perspective but not safety.
- c. **Crocodile Coronial Enquiry Discussion** – DC briefed the members on a Crocodile Coronial Enquiry of two attacks that occurred in 2015 which has affected the field work activity in the area involving boats. He informed that SENV/RIEL are now having discussions on approach that they will take when it comes to boat specifications for field work. At this stage, the decision was to not adopt the stringent minimum requirements introduced by Parks and DoE but instead is in agreement with the assessment of NT Fisheries. This means, the area would not be mandating modifications to existing boats or removing boats less than 4.2 m from the fleet. Suitable modifications of boats could be made in the case of specific activities where such modifications reduced the overall risk.

Taking into considerations of the coronial findings, the risk assessment (exceptionally rare chance of being taken from a boat versus the increased risks from applying Parks & Wildlife standards), and the limitations the standards would create for Faculty field work at CDU (launch problems, possibly navigation and access issues), the committee members agreed and suggested:

- Continuation of use of current fleet including small boat/s in line with NT Fisheries position, and not Parks & Wildlife standards.
- Faculty to note this position and keep UHSC informed.

- Faculty to communicate this position across the Faculty and draw their attention to the coroner's findings (sobering reading) and the importance of assessing and managing risks in croc habitats per the current EHSE work instructions.
- Faculty to consider whether small boats due for replacement are replaced with boats ≥ 4.2 m or with certain other features, and review Parks & Wildlife's approach in a year.

ACTION 3: NL to seek Faculty's stand on the right and standard approach for all, similar to quad-bike ban and conversion to UTVs in the past.

- d. HI informed that SEIT has installed fish-eye lens cameras in the Pink 7 labs to further improve the safety and allow close monitoring of the two high-risk labs.
- e. MG raised a concern based on several near-misses at the junction to University Drive (West) between Yellow 2 and 4 (Flinders) Buildings. The junction had its fair share of near-misses between vehicles pulling out from the junction and vehicles coming down from Yellow 4 heading towards Yellow 2. The committee suggested OFM to investigate the area and propose workable solutions to improve the overall safety and possibly reduce the risk of accidents in the area. It could be as simple as placing a convex / blind spot mirror and / or removal of view-blocking vegetation.

ACTION 4: HI to raise the issue with OFM in order to initiate the investigation.

- f. LW informed the committee of a recent incident in campus where cars were broken into which left female student and staff members whose cars were affected in that incident left in distressed situation. It is noted that the University is taking the steps forward and looking into adding more security cameras, improve the lightings, as well as increase the security staff strength (numbers) after hours. LW suggested a Safety App, designed for women's safety that can be used by University. The App is said to be able to pinpoint the exact location of the incident (to the security team) once triggered by the user / victim. MH took note and will discuss it with SEW team.
- g. YY raised a question on whether there is a policy for work after hours to which MH responded that there was one in the past where access was granted based on a risk management approach and assessing the risk level of the activity before approval was given. HI suggested the same, and in order to identify the type or granting access (e.g. alone or in pairs, or up to certain hours) then the risks surrounding the activity must first be assessed before a decision can be made.
- h. RR enquired on the mould issue in Yellow 1 which has been raised with OFM earlier in the year. YY also informed that a job has been logged with OFM for similar mould formation in culture room in Yellow 2, for a new coat of paint.

ACTION 5: NL to follow up with OFM on UV installation and removal of the mould source in Yellow 1, which possibly originated from NTGPE field gear.

As there were no other matters, the meeting adjourned at 10.45 am.