



Minutes

DEPARTMENT	Engineering, Health, Science and the Environment (EHSE)
MEETING TITLE	EHSE Workplace Health and Safety Committee (WHSC)
DAY, DATE	Wednesday, 6 September 2017
TIME	9:00 am - 11:00 am
LOCATION	Purple 3, ITMS Board Room
ATTENDEES	Himi Ibrahim (HI) – Chair, Hemangi Surti (HS), Suresh Thennadil (ST), Matthew Gray (MG), Lekshmi Sobhana (LS), David Crook (DC), Fiona Wilson (FW), SEW guest – Michael Howard (MH), Christine Collins (CC) <i>proxy for</i> Yolande Yep (YY)
APOLOGIES	HSR Yellow Precinct – Ramya Ramamoorthi (RR), Student Rep – Bijumon Mani (BM), Sarah Carter (SC), Lolita Wikander (LW)

1. Welcome and Apologies

- a. HI welcomed new SEIT academic rep – Suresh Thennadil (ST). HS may also be relieved from her representative duty and passed on to another technical officer in Mechanical Engineering from the next meeting.

2. Matters Arising from Previous Meetings

- a. **Purple 4 High Risk Lab** – Work is still in progress to fully isolate the control and activity area as well as making the engine operation safer. HI mentioned the new development in the area where VET technical staff are also slowly getting involved and have offered their expertise to work and maintain the engine as well as their dyno area to be used if need to, as alternative.

ACTION 1: *HS or rep to update members on the progress of control unit isolation from the engine in the next meeting.*

- b. **First Aid Room** – MG suggested Yellow 2.1.27 to be converted to one, based on its close location to Science labs. SEW rep has paid a visit to the area since last meeting.

ACTION 2: *SEW to update on the status on whether the area can be converted into a first aid room in the next meeting.*

- c. **Recurring Mould Issue (RR)** – FW updated the members that the issue in Yellow 1 is still ongoing although it has been attended to several times by OFM. FW also mentioned that based on last School meeting, the Play Therapy room is the worst affected by mould and needs to be looked into as soon as possible due to external clients frequenting the area.

ACTION 3: *HI to check with the user on whether a job has been logged with OFM specifically for the Play Therapy room and to follow up on the progress if the job has been logged. RR / FW to update on the progress in the next meeting including the hazard report for the handrails.*

- d. **EPIRB With All Satellite Phones** – MG proposed that all the RIEL satellite phones should be supplied together with EPIRBs like previous practices since satellite phones do not always work while the EPIRBs will and this has been proven by recent events where the satellite phones failed to lock onto the satellite signal in Glen Helen, Alice Springs. DC also mentioned the incident where one of the satellite phone requested a pin when supplied with none and eventually blocked any more attempts to unlock it. MH mentioned that SEW’s “Journey Management” documents do include communication device with the ability of two-way conversation as part of the requirement.

ACTION 4: DC to bring the matter to SENV/RIEL for discussion.

- e. **Working From / At home. (BR / LW)** – LW via BR raised the need to define and clarify the scope of Workplace Health and Safety when a staff member works from home as there is a lot of grey area when it comes to who, when, where and what are considered officially working from home. MH informed the members that Rhonda from SEW has updated the SEW component in the OPC document and has passed it on to the team for review.

3. **IBC / AA Update** – HI informed that based on recent communications with Menzies Ethics Committee, the IBC annual inspection of all three sites (CDU, Berrimah Vet Farm and Menzies at RDH) is currently scheduled to held be between 24th Oct 2017 – 3rd Nov 2017.

4. **AllIR & Hazard Report** – HI informed that a summary of AllIRs between July and August have been received a day before WHSC meeting. He has also received one hazard report on handrails in Yellow 1, near the Play Therapy Room as the matter was brought up in SPCS meeting and subsequently forwarded to SEW for action. DC and LS informed the committee on two more incidents apart from the roll-over incident that were not captured in the summary sent in SEW, which are failure to check in (due to technical issue with the provider’s system) and UTVs trapped overnight in flood plains. HS also informed of the recent chemical exposure incident in Pink 7 by one of the thesis student.

ID	Day, Date	Campus	Location	Description	Correction and Preventive Actions
Student (Health)	Thursday, 6 July 2017	Casuarina	Blue 5.1.49 Clinical Lab 2	Fainted and collapsed to floor	Lecturer made students aware of the importance of hydration
Student (Health)	Thursday, 29 June 2017	Off Campus	Hollywood Private Hospital	Assisting a nurse to move a patient	Discussion re manual handling and importance of taking care of her back
Student (Health)	Monday, 31 July 2017	Casuarina	Blue 5.1.106	Student pricked herself with a clean needle	Students were re-educated on clinical skills on how to safely remove the cap off of a needle
Staff (Health)	Monday, 24 July 2017	Casuarina	Blue 5 carpark/ramp	Staff member tripped and fell to the ground	No trip hazards
Student (Environment)	Wednesday, 2 August 2017	Off Campus	Pickataramoor, Melville Island	Vehicle rollover on dirt/gravel road @65 -70 km/h	Incident still open, corrective measures currently implementing -



					4WD course and defensive driving Risk assessment to be reviewed.
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ACTION 5: SEW to provide actual AIIRs and update HI on additional AIIRs that are yet to be documented by the staff or students affected by recent incidents in SENV/RIEL/SEIT.

5. Reports From Areas

- a. **PC2 Yellow 2 / 3 Incident** – HI briefed members on the incident of possible breach that happened during the movement of samples between Yellow 3 PC2 lab to Yellow 2 cold storage.
- b. **Workplace Assessment Report** – MH briefed members on the workplace assessment report produced by SEW for EHSE Technical Services area. SEW will next assess Schools and Institutes within the Faculty in the weeks to come by using similar methods, documents and approach. The highlights are the training needs for staff which is observed to be lacking compared to previous years. HRS (pre-OPC) used to run multiple courses, related to safety and MH informed that the numbers have not been in favour to run similar courses like in the past. LS mentioned that OPC are currently working on a university-wide training needs analysis and plan to map out and roll out the crucial trainings to required staff once all the data have been collected.
- c. **Storage In Staff Offices** – LW asked to relay a message of concern about staff having to use their own offices as storage. Committee members agreed that storage areas or cabinets need to be provided so that movements are not restricted in their offices. HI informed that if the issue is specific to the School and area (and in this case, Blue 5) then the administrative staff along with HoS should be informed of the need for more cabinets or even storage room other than the option of informing OFM of the need (by logging a job).

ACTION 6: LS to speak to relevant staff who are not under any School with regard to the matter. Affected staff under School should speak directly to HoS or log a job with OFM for storage solution.

As there were no other matters, the meeting adjourned at 11.00 am.