
AGENDA

DEPARTMENT	Engineering, Health, Science and the Environment (EHSE)
MEETING TITLE	EHSE Workplace Health and Safety Committee (WHSC)
DAY, DATE	Wednesday, 13 July 2016
TIME	9:00 am - 11:00 am
LOCATION	Purple 12.1.22 Class Room
ATTENDEES	Himi Ibrahim (HI) – Chair, Natasha Lawrence (NL), Peta Harbour (PH) <i>proxy for</i> Lolita Wikander (LW), Hemangi Surti (HS), Bino George (BG), SEW Guest – Jeff Weldon (JW), Bijumon Mani (BM)
APOLOGIES	Chris Lugg (CL), Hao Wang (HW), David Crook (DC), Matthew Gray (MG), Ramya Ramamoorthi (RR), Yolande Yep (YY)

ABSENT

1. Welcome and Apologies

HI introduced the new SEW Senior Manager, Jeff Weldon (JW) to the members of the committee. HI also welcomed Biju Mani (BM) to his first WHSC meeting.

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. **Crocodile Coronial Enquiry Discussion** – An email was sent out notifying Faculty members, and UHSC was also informed on Faculty's approach to boat sizes and review of the decision will take place within one year.

- c. **High Risk Junction** – Concerns based on several near-misses at the junction to University Drive (West) between Yellow 2 and 4 (Flinders) Buildings have not been attended, or responded to by OFM.

ACTION 2: NL to follow up with OFM based on HI's initial email in April, failure which, the concern will be raised in July's UHSC meeting.

- d. Safety App – 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.

ACTION 3: MH to discuss with the rest of SEW team on the possibility of implementing the usage of similar App.

- e. Mould issue in Yellow 1 which has been raised with OFM earlier in the year has not been attended to.

ACTION 4: 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.

3. **IBC Update** – HI informed the members that an Office of Gene Technology Regulator audit (by OGTR inspectors) was held on 19.5.2016. Panel auditors provided a couple of constructive feedbacks and observations, primarily due to minor administrative oversight in naming of category of labs – where plant room being audited as lab in the past, as well as a suggestion to combine two of ECMU's labs into one. Report from OGTR is due within 4 - 6 weeks from the audit date.

4. AIIR & Hazard Report – May to July 2016

HI informed the members that he has not received any AIIRs since the last WHS meeting hence the zero report provided this round and was hoping for a consistent report from SEW as practiced in the past.

ACTION 5: SEW to send in copies of AIIRs to HI for all documented reports between May to July 2016.

5. Reports from Areas

- a. **International In-Country Study Programs (NL)** – NL briefed the members on the procedures which was raised in recent VCAG. This is to ensure that the person in-charge is aware of the procedures the University have in place. NL also informed that EHSE Fieldwork processes and procedures have covered most part of it but there could still be gaps or missing links which respective academics and supervisors should be able to identify or assess.

ACTION 6: All WHS Members are requested to disseminate the information to their respective areas and check on the possible gaps. HI to check with relevant academics on the absence of risk assessments for the units with overseas placements, New Colombo Plan and domestic trips across SOH, SENV, SEIT, SPCS (e.g. Pharmacy trip)

- b. **Boat Size Review (HI)** – HI raised a concern on whether there is a need to revisit the current decision made on not imposing minimum size boat. This is due to recent event in NT where a 3.5-m boat was capsized by crocodiles at Leaders Creek. The Faculty currently have 2 boats with the size of 3.75 metres.

Row #	Does this vessel have a Vessel ID?		Vessel Name	Vessel Type	Operation(s) (Please enter the applicable item number(s) from Section 2)	Measured Length (Metres)	Construction Material	No. of Hulls	Propulsion Power (Kilowatts)	Does this vessel have a petrol inboard?	If this vessel has operated in Australia before, please name the State, NT or enter N/A	Does this vessel have a current Certificate of Survey or Registration?
	Yes	No										
E.g.	MV123	<input type="checkbox"/>	SS Minnow	Houseboat	Ex. 1	7.4 m	Timber	1	100kW	No	VIC	No
E.g.	-	<input checked="" type="checkbox"/>	SS Whale	Motorboat	Ex. 2	13.2 m	Aluminium	1	100kW	No	QLD	Yes
1.		<input checked="" type="checkbox"/>	HORIZON	Motorboat	1	3.75	Aluminium	1	11.2	No	NT	No
2.		<input checked="" type="checkbox"/>	Hornet	Motorboat	2	4.01	Aluminium	1	22.4	No	NT	No
3.		<input checked="" type="checkbox"/>	AIRBOAT	Airboat	3	4.9	Aluminium	1	357.9	No	NT	No
4.		<input checked="" type="checkbox"/>	HORIZON BOAT	Motorboat	4	3.75	Aluminium	1	11.2	No	NT	No
5.		<input checked="" type="checkbox"/>	Island Coral	Motorboat	5	4.55	Aluminium	1	44.7	No	NT	No
6.		<input checked="" type="checkbox"/>	SNUBFIN	Dinghy	6	4.26	Aluminium	1	22.06	No	NT	No

Members suggested DC to bring the matter to SENV's for their attention and discussion.

ACTION 7: DC to bring the matter for discussion within SENV on whether there is a need to revisit the decision.

- c. AED Update** – The University has signed a contract for supply of AEDs with St John Ambulance Australia (NT) Inc. Individual areas are now able to order AEDs and related equipment based on that contract.

- d. Mental Health First Aid** – Members agreed to have a discussion and provide updates on MHFA-related initiatives and activities in their respective areas in the next meeting.

As there were no other matters, the meeting adjourned at 10.15 am.