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## MINUTES

DEPARTMENT	Engineering, Health, Science and the Environment (EHSE)
MEETING TITLE	EHSE Workplace Health & Safety Committee (WHSC)
DATE	15 July 2015
TIME	9:30 -11:30 a.m.
LOCATION	Blue 5.1.61 Conference room
ATTENDEES	Bino George (BG), Himi Ibrahim (HI) - Chair, Lolita Wikander (LW), Hemangi Surti (HS), Truc Nguyen (TN), Ruttiya McElroy (RM), Tania Chapman (TC), Michael Howard (MH) – WHS rep
APOLOGIES	Chris Lugg (CL), David Crook (DC), Matthew Gray (MG), Mary Madden (MM)
ABSENT	Muhammad Rashed (MR)

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### 1. Welcome and Apologies

HI welcomed and thanked members of the Committee for the attendance and noted the apologies. Meeting commenced at 9.31 a.m.

### 2. Matters arising from previous minutes.

- LW updated the members on the current state and progress of Mentally Healthy Workplace programme. More details will be presented and discussed in the next WHS meeting in the presence of Faculty's EO.
- MG has surveyed the remote first aid course. The course will take 3 days to complete and MG will attend the course by end this year.
- AED purchase is in progress as part of first stage rollout.

### 3. AllRs and Hazard Reports

HI highlighted key issues related to recent AllRs including unreported ones:

- (23.04.15) Category:** Hand Injury. **Report:** A student from SPCS had her small cut to her forefinger due to a broken glass stirring rod during a practical for PHA212. **Control Measure / Corrective / Preventive Action:** Student was given a first aid treatment by Tech Officer. Students to be reminded on choosing appropriate equipment for the task in hand and not apply undue force. Students to also use spatula to avoid risk of breaking.
- (29.05.15) Category:** Public hazard. **Report:** A student placement had an unexpected aggressive encounter with a child with behavioural issues at Families SA Ceduna agency while helping out the child. The agency was short staffed on the day this occurred. **Control Measure / Corrective / Preventive Action:** Student suffered only superficial wounds and did not require first aid. Centre to provide briefing and further information on case in the future so that placement student will be physically and mentally prepared to handle such cases.
- Unreported (12.05.15) Category:** Personal Illness. **Report:** A student from SEIT seemed in distress during a morning class and appeared to have sharp pains in the lower right abdomen. **Control Measure / Corrective / Preventive Action:** Student sent to RDH's ER. It was a temporary condition, and has now passed, as advised by RDH. Student asked to monitor the situation and to re-visit RDH if it re-occurs. Student may have already passed the suspected kidney stone and that the pain may not occur again.

- d. **Unreported (18.05.15) Category:** Infrastructure/Trip Hazard. **Report:** Lino on one side of Y2 bridge was slightly lifted. **Control Measure / Corrective/ Preventive Action:** Reported to FAS and lino was glued down and placed a fluoro bollard as a temporary measure. The lino has been repaired after a second lodgement.
  - e. **Unreported (21.05.15) Category:** Animal Hazard. **Report:** A dog (Pit Bull) seen running around the green area in front of computer lab in Building Purple 12 and seemed to be quite aggressive towards students who were around. **Control Measure / Corrective/ Preventive Action:** Security was aware of the situation. A girl was even escorted by Security to IHD due to the same reason. Security was unable to verify the owner of the dog. Local authorities were called in to have the dog removed but the dog was long gone when the authorities arrived.
4. **Risk Assessment Review** – Members reviewed the Risk Assessment for “Mary River Discharge Measurements” and suggested the activity leader and participants to contact WHS for further information. The members immediately suggested changes and revision to the following sections:
- a. Driving – Insufficient information on the activity and other possible risks associated with long distance drive e.g. fatigue, wildlife, weather.
  - b. Animal Hazard – Underrated risk for crocodiles and needs to be re-evaluated.
  - c. New regulation has been announced by NT Marine Safety Board on May 1, 2015 and activity leader and participants may want to re-visit the regulation in case there are changes.

**ACTION 1:** HI to forward the suggestions and recommendations to Activity Leader and Faculty Office. Activity Leader to communicate with WHS on additional suggestions and amendments required for the submitted risk assessment.

## 5. Reports From Areas

- a. **School of Psychological & Clinical Science Hazard Profiling Update** – Updates to be presented in the next meeting in the presence of SPCS rep (MM).

**ACTION 2:** MM to provide update on SPCS Hazard Profiling in the next meeting.

- b. **Misconduct Policy / Staff Stress Level** – MM submitted a feedback from SPCS area on issues experienced by academics when implementing the current Student Misconduct Policy. When Safe Assign identifies issues of academic misconduct (plagiarism), this initiates a series of stressful and unpleasant actions that academics required to undertake. Members suggested a separate, well-trained unit (with counsellors) to handle the student communication process whereby academics can pass on to after identifying a plagiarism case.

**ACTION 3:** HI to forward recommendation from WHS to Faculty Board to review the current process of Student Misconduct Policy.

- c. **Practical Units Risk Assessments** – HI requested CL to look into gaps found and discuss with members in SEIT. Will be discussed in the next meeting in the presence of SEIT rep.

**ACTION 4:** CL to provide update on discussions with SEIT members on lack of unit risk assessments for practicals conducted in the School.

- d. Field Trip Alcohol Ethics** – There has been a concern raised based on recent field trip where students have not been allowed from going out at night to the pub for a drinking session. WHS members agreed on putting out zero tolerance on alcohol while under care of field activities. It is suggested that such notice can and should be incorporated in the University wide policy involving alcohol and substance abuse, highlighting the fieldwork activity. Members also took account past experiences involving alcohol consumption during fieldwork which were not pleasant. For a start, MH suggested that this could be incorporated on Faculty-level fieldwork policy or guide.

**ACTION 5:** *HI to forward recommendation from WHS to UHSC as well as Faculty Board on zero tolerance or statement related to alcohol consumption during fieldwork activities.*

**e. Standing Station / Work Area Assessment –**

- i. LW raised issues from SOH on Blue 5 office situation where some staff working in corridors with only artificial light and no windows to outside for several years when there are empty offices with natural light available for more than a year now. RM informed LW that there are plans going on around spaces and movements all over the campus and there could be some updates on the available spaces soon.
- ii. There are also requests from stand up desks for some staff. MH responded that requests can be made directly from Faculty or School to procurement. RM suggested LW to inform the staff to approach SOH admin and SupHub.

**ACTION 6:** *LW to inform SOH area on the possibility to secure stand up desks via SupHub/Procurement/School Admin Leader.*

- f. Inherent Requirements** – HI explained to the members on the current progress of incorporating inherent requirements to the Midwifery program and possibly soon to other programmes. WHSC members agreed that the issue is purely an academic issue (intake and admission filtering) and should be dealt and communicated by academic channels and not WHSC. The WHS-related issues are anticipated at the end of the process, or as the after-effect of such implementation (or not). Link: [http://www.uws.edu.au/ir/inherent\\_requirements/inherent\\_requirements\\_for\\_midwifery\\_courses](http://www.uws.edu.au/ir/inherent_requirements/inherent_requirements_for_midwifery_courses)

- g. Facilities Vehicles** – HI informed the members on recent feedback from fieldwork activities related to the vehicles condition. The Troop Carrier the field team hired had badly underinflated tyres: 1 at 14 psi, and the rest between 22 - 26 psi. The hired Toyota Hilux did not have working brake lights. The team managed to solve these issues prior to taking the vehicles to the field. The team wishes to highlight this to WHS committee since it is a health and safety issue that there is lack of proper vehicle maintenance carried out on vehicles booked for remote location work.

**ACTION 7:** *HI to send comments from WHSC to Facilities on the vehicle conditions.*

- h. High Risk Practical in Med Lab Science** – TN advised the members on the possible high-risk practicals involving Malaria virus without any known risk assessments planned to be conducted for one of MLS units. HI suggested that risk assessments need to be completed by the academics involved in the programme as well as submit the entire report to Biosafety committee for further evaluation and approval. HI has arranged a meeting with SPCS HoS to further discuss the concerns related to high-risk and poorly prepared MLS practicals. MH emphasised the needs to map out the practicals with “AS2243.3 Safety In Laboratories: Part 3 Microbiological Safety” and containment.

LW suggested the technical team to try and source out the unit outline and determine whether it is a requirement to run such practical involving Malaria or it can be substituted with other practicals.

- i. MH commended the remarkably improved EHSE actions taken for walkthrough inspections' outcomes. MH also informed the members on evacuation exercise planned to be conducted between 10/8 – 21/8.

***ACTION 8:*** *TN and TC to follow up with Biosafety Committee on the high-risk MLS practicals and concurrently HI to raise the concerns with SPCS HoS.*

As there were no other matters, the meeting adjourned at 10.50 am.