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## AGENDA

DEPARTMENT Engineering, Health, Science and the Environment (EHSE)  
MEETING TITLE EHSE Workplace Health and Safety Committee (WHSC)  
DAY, DATE Wednesday, 19 October 2016  
TIME 9:00 am - 11:00 am  
LOCATION Yellow 2.2.10 Meeting Room

ATTENDEES Himi Ibrahim (HI) – Chair, Yolande Yep (YY), Lolita Wikander (LW), Bino George (BG), Chris Lugg (CL), Hemangi Surti (HS), Matthew Gray (MG), Lekshmi Sobhana (LS), David Crook (DC), HSR Yellow Precinct – Ramya Ramamoorthi (RR), Hao Wang (HW), WHS guest – Michael Howard (MH), Chris Lugg (CL), Hao Wang (HW), Matthew Gray (MG), Ramya Ramamoorthi (RR), Yolande Yep (YY), Kobi Schutz (KS) *proxy for* Lolita Wikander (LW)

APOLOGIES David Crook (DC)

ABSENT Student Rep – Bijumon Mani (BM)

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### 1. Welcome and Apologies

HI welcomed new members, Lekshmi Sobhana (LS), Executive Officer of EHSE, who is representing Faculty's administrative area and Hao Wang (HW), representing SPCS academics.

### 2. Matters Arising from Previous Meetings

- a. **High Risk Junction** – Concerns based on several near-misses at the junction to University Drive (West) between Yellow 2 and 4 (Flinders) Buildings have been attended and responded to by OFM by clearing the vegetation and painting down new arrow signs.
- b. **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. MH has gone through the options of Apps available and put his comments forward to SEW.
- c. **Lack of AIIR & Hazard Reports** – HI has now received AIIRs from SEW and attached together with the Agenda items for the meeting. SEW has taken note of the need to copy Chair of Faculty WHS on all incidents related to EHSE.
- d. **Overseas Placement Units' Risk Assessments** – HI has checked 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). He has received almost all risk assessments as identified earlier.
- e. **AED Update** – Technical Services have received the AEDs under Stage 1 rollout for Green 4. Similar AEDs for field work (as requested by RIEL) are now available to be ordered.

- f. **Yellow 1 Mould Issue** – OFM has removed the gears for cleaning, before putting the gears back again. OFM is currently looking at alternative room for NTGPE storage. MH informed that a similar issue happened in Red building in the past and it took close to a year before the issue can be resolved, and that is by a full cleaning of the air circulation system, as well as replacing the carpets.

**ACTION 1:** RR to update on current level of mould smell / issue and LS to follow up with OFM if problem persists.

- g. **Boat Size Review** – A concern was raised in previous meeting on whether there is a need to revisit the current decision made on not imposing minimum size boat 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.

**ACTION 2:** DC to update if the matter has been discussed within SENV and whether there is a need to revisit the decision.

### 3. IBC Update

- a. Formal report from OGTR has been received on 20.7.2016 and request for variations of the 2 areas have been submitted on 21.07.2016. The variations were approved on 18.10.2016. New stickers have been received from OGTR for the affected areas. The two areas are the Plant Room Facilities which is now classified as laboratories and the merge of two ECMU PC2 labs into a single certification.
- b. Darwin Regional IBC conducted Meeting #2 on 29.8.2016. Key matters discussed were:
- One NLRD on genetically modified Plasmodium falciparum lab-adapted parasite strain was approved out of session via email conversations between members.
  - Annual inspection for CDU premise as well as Menzies and Berrimah Vet Farm is scheduled on 8 Nov 2016.

### 4. AIIR & Hazard Report

HI and MH briefed members on AIIRs related to EHSE students and staff members from April – September, particularly incidents involving students on placements across the country.

### 5. Cyclone Committee Update

- BOM predicts above average season from Nov 1, 2016 – April 30, 2017, with 11 tropical cyclones across Northern Australia (WA, NT, QLD). Anticipating 3 tropical cyclones in NT, without the details of intensity.
- University is putting priority on Staff / Students safety as well as business continuity.
- To include responses from base as well as field workers during cyclone season and stages.
- Annual Cyclone Safety briefing will be conducted on Nov 8 – all new staff members are highly encouraged to attend. Cyclone safety campaigns will be posted via University computer screensaver/start up image, posters and all-staff email.
- 4 hours' notice remain, as an example if the staff member receives message of University re-opening at 0800, then the staff member is required to be back at the University at 1200. And if the staff members receives the message at 1200, then the staff member is required to be back at the University the next working day at 0800.
- Emphasis on the importance of communication process or "call tree" – Top to bottom communication e.g. Vice Chancellor / Incident Controller / Pro Vice Chancellor – Head of School / Manager – Area Leader / Theme Leader – Staff Members In The Area.
- Emphasis on alternate contact especially when key staff are on leave during Cyclone season.

- h. All staff members are strongly encouraged to register on eCentre's mobile phone database for SMS text.
- i. Next Cyclone Committee meeting will be on Nov 16, 2016.
- j. All Schools except for SEIT have submitted their CAPs but have been asked to re-review teaching and assessment submission plans during severe weather event

## 6. Reports from areas

- a. **Remote First Aid** – MG briefed the members on the recent Remote First Aid training he attended along with another Technical Officer. He summarised the training as a 3-day course where the first day is exactly the same as normal first aid course. The subsequent 2 days were a full-on hands-on on scenarios that could happen in remote area with limited or zero assistance available. The knowledge gained was extremely useful and he highly recommend at least one members from the team who are going out in the field should attend a similar course. MG also presented to the members the new remote first aid pack.

The major differences compared to the previous kit are:

- The kit now folds-up and can be laid down flat (accessibility factor).
- The kit now has **patient monitoring form** focusing on temperature, response, dilation, to guide first aider and allow easier diagnosis of patient's condition via telephone during incident, before help arrives.
- The kit now has additional contents but remains lightweight, suited to remote area where resources are limited such as neck brace.

**ACTION 3:** *MG to recommend the remote first aid kit to other areas in the Faculty and subsequently, SEW for campus-wide implementation to be used in remote field work. MG to change the acronym in the form (AVPU) scale, to Alert, Voice, Pain, Unresponsive to avoid confusion for those who are not in the field.*

### b. Beyond Blue / Mental Health Initiatives (LW)

**ACTION 4:** *LW to update members in the next meeting.*

### c. RIEL Boat Modification Update (DC)

**ACTION 5:** *DC to update the members in the next meeting.*

## 7. Other Business

- a. RR asked about policies on Animals (Pets) on Campus based on recent encounters in the office area. A quick look on CDU governance webpage yielded no result.

**ACTION 6:** *MH will check on the availability of Pet or Animal Policy in campus.*

- b. HS and CL raised a serious concern with Purple 4's operation (Dynamometer Lab) and the urgent need to have permanent access to the adjacent room and make it a control room. This is a high-risk lab, with high-risk activity. With the growth in the number of students, a control room is required to isolate the students and staff from the running engine and other hazards. Current measures are in place such as safety cage and PPEs but deemed as inadequate in the event of severe failure, which can be categorised as catastrophic.

**ACTION 7:** *HS and CL will continue the discussion with OFM in securing the room permanently. LS will speak to PVC to gain his support on the matter.*

- c. YY raised a concern on footwear issues in buildings with labs, particularly Yellow area, where on several occasions, staff members have been observed not adhering to the current footwear policies in laboratories or corridors – especially when handling chemicals.

***ACTION 8:*** *LS will send out a Faculty-wide email addressing the concerns related to footwear in laboratories / adherence to the policies in workplace by staff members.*

As there were no other matters, the meeting adjourned at 10.30 am.