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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, 21 Oct 2015
TIME	09:00 am - 11:00 am
LOCATION	Yellow 2.2.10 Meeting Room
ATTENDEES	Himi Ibrahim (HI) – Chair, Yolande Yep (YY), Lolita Wikander (LW), Chris Lugg (CL), Hemangi Surti (HS), David Crook (DC), WHS guest – Michael Howard (MH), Faculty Guest – Natasha Lawrence (NL), HSR Yellow Precinct – Ramya Ramamoorthi (RR)
APOLOGIES	Mary Madden (MM), Matthew Gray (MG), Liz Kneen (LK), Bino George (BG)
ABSENT	Student rep – Muhammad Rashed (MR)

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### 1. Welcome and Apologies

HI introduced 2 new members to the committee; Yolande Yep (YY) who is replacing Truc Nguyen (TN), as a technical rep from SPCS/SENV and Ramya Ramamoorthi as the newly-elected HSR rep for Yellow Precinct.

### 2. Matters Arising from Previous Meetings

- a. HI requested updates on the surveyed remote first aid course as discussed in the previous meeting.

**ACTION 1:** *MG to inform the committee on the progress and dates of remote first aid course.*

- b. AED purchase is in progress as part of first stage rollout. HI informed that UHSC confirmed the purchase will go ahead via IPC while the field work AED is still under discussion between UHSC's AED task force led by WHS and a rep from VET and DC.

**ACTION 2:** *DC to follow up with WHS on the request and justification for field work's AED based on last email trail with WHS in July.*

#### c. Risk Assessment Review

HI thanked the members for the inputs and notified that field participant in the reviewed Mary River's risk assessment has been informed of the suggestions and noted the changes for next trip. HI clarified to the members that reviews of selected or sampled risk assessments may come from time to time from Support Hub and will be discussed via email, depending on the nature or urgency of the request.

#### d. Misconduct Policy / Staff Stress Level

HI informed the members on the availability of support from Student Equity (Judith Austin) who can meet with the groups at School level to discuss further on matters related to handling of stress and/or students behaviour. It was also noted in the July WHSC report to Faculty Board to consider the suggestions from the members on a separate, well-trained unit (with counsellors) to handle the part of student communication process where academics can pass on to after identifying a plagiarism case.

**e. Undergraduate Field Trip Alcohol Ethics**

SENV/RIEL members have been consulted and majority of responses are to ensure field workers and leaders are adhering to current policy that is already in place and not to the call for zero tolerance for alcohol during undergraduate fieldwork.

**f. Standing Station / Work Area Assessment**

LW provided updates on the space changes and movement where majority of staff involved in the previous requests now have access to natural lightings. Also an update on the request for stand up desks via School Admin Leader where the process requires the staff to go through assessments followed by a visit to a doctor before it can be approved.

**g. Facilities Vehicles**

HI has sent a feedback to Facilities and yet to receive a response on the raised concerns. MH also raised a recent encounter where a University's 4x4 vehicle was seen driven with a flat tyre from the compound, to which HI can also relate to his recent encounter with a Hilux 4x4 that was full of red dirt on the inside during an early morning pick-up.

**h. High Risk Practical in Med Lab Science**

A couple of discussions have taken place between technical staff and HoS SPCS as well as Biosafety Committee and matters have been resolved. The confusion is found to be caused a poorly described and prepared manuals and the initially assumed protocol to involve blood containing active malaria virus of unspecified species. However, with clarifications from Royal Darwin Hospital and academic, it was determined that blood slides will be the fixed and stained type and the species used were determined to be a non-human infective species.

**3. IBC Update**

3 EHSE staff members will be involved as auditors as well as host auditees. IBC Annual Inspection will be held on Oct 29 from 8.30 am – 1.00 pm for all 3 premises. Members will cross-audit CDU's Building Yellow 2 & 3, Menzies School of Health and Berrimah Vet Farm. The EHSE staff members will also conduct an internal audit on Oct 26 prior to actual audit.

**4. AIIR & Hazard Report (HI)**

HI highlighted concerns of spike in incidents involving hand injuries in SOH practicals as well as Bushfire's near miss of a group of researchers from RIEL at Garig Gunak Barlu National Park. Overall control and preventive measures are found to be satisfactory but HI also suggested a Hand Injury Awareness Week to be put forward in the future as a campus-wide activity.

**5. Reports from areas**

**a. School of Psychological & Clinical Science Hazard Profiling Update (MM)**

***ACTION 3:** MM to update in the next meeting.*

**b. Gaps found in risk assessments, or lack of, for practicals conducted in the SEIT (CL).**

***ACTION 4:** HI and NL to have a further discussion with HoS SEIT on how the School is going to respond to this request.*

**c. Mentally Healthy Workplace (LW/NL)**

The initiatives and implementations are progressing steadily and observed to have received good supports from higher management as well as the staff. Funding and acceptance from middle-level management still need to be worked on. Implementation in smaller groups and departments, have been found to be more effective

**d. Risk Management Training with WHS and Field Work Duty of Care (HI)**

HI requested the representatives to disseminate the details of two upcoming trainings and strongly encourage Faculty members to participate:

- i. Risk Management Training on 25/11/2015 from 9 am – 12 pm. Academics especially those working in labs and field work and other related staff members are highly encouraged to attend the 3-hour-session on how to manage risks, or in other words, write risk assessments.
- ii. Duty of Care and Field Work Risk Assessment Training on either 4/11/2015 or 10/11/2015 or 12/11/2015 – depending on the numbers, the training with most acceptances will go ahead. HI has received low responses (of less than 5 attendees) for Sept and Oct dates hence the reason why the new dates in Nov are proposed. All staff, technical, academic or researchers involved in fieldwork activities must attend the training.

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