



Minutes

DEPARTMENT	Engineering, Health, Science and the Environment (EHSE)
MEETING TITLE	EHSE Workplace Health and Safety Committee (WHSC)
DAY, DATE	Wednesday, 26 April 2017
TIME	9:00 am - 11:00 am
LOCATION	Yellow 2.2.10
ATTENDEES	Himi Ibrahim (HI) – Chair, Lolita Wikander (LW), SEW guest – Michael Howard (MH), Yolande Yep (YY), Lekshmi Sobhana (LS), Chris Lugg (CL), Hemangi Surti (HS), Fiona Wilson (FW), Sarah Guajardo (SG), Hao Wang (HW)
APOLOGIES	Yolande Yep (YY), HSR Yellow Precinct – Ramya Ramamoorthi (RR), Student Rep – Bijumon Mani (BM), Matthew Gray (MG), David Crook (DC)

1. Welcome and Apologies

2. Matters Arising from Previous Meetings

- a. **AEDs for Field Work** – DC updated via email that RIEL is currently in the process of organising the purchase of two AED units for fieldwork. It is expected that the units will be available to be used within the next couple of weeks. SENV/RIEL has also sent around an email offering staff and students to undertake the remote first aid course. Students can have their fees paid by the Faculty and staff (ongoing and contract) fees will be paid by the School. Casual staff fees would have to be paid on project funds.
- b. **Yellow 1 Mould Issue** – HW informed that a mould treatment has been done by OFM in early April and the issue seems to be resolved at this stage.
- c. **Animals on Campus** – The members were informed that Security will be the one to be informed of such incident as per [University by-law for animals on site](#). CL informed that based on his observations, there is a significant lack of involvement by Wilson Security in taking actions or responsibilities for incidents that occur outside operational hours.

ACTION 1: *MH to speak with SEW team and raise with appropriate department to discuss Security's responses (or lack of) to incidents after hours.*

- d. **Purple 4 High Risk Lab** – Work is still in progress to fully isolate the control and activity area. CL / HS will log a job with OFM to further improve the egress issue in the area caused by illegal parking of OFM and contractors' vehicles which inhibits the free access between the Purple 4 and 5 buildings.

ACTION 2: *CL and HS to update members of the progress of the work request for permanent no-parking zone in the next meeting.*



- e. **Beyond Blue / Mental Health Initiatives** – LW advised that Rhonda from SEW has participated in Nursing meeting with regard to Mental Health initiatives and looking forward to bring the case forward for action.
- f. **RIEL Boat Size Review and Modification Update** – LW informed the members about a [video](#) she stumbled upon on social media showing an alligator who was trapped between the guard rails when it attempted to jump over and across a boat. Upon closer view, the users attempted to be as close as possible to the alligator and was stationary (and not passing).
- g. **Confined Space** – HI queried if SEW is planning to visit the areas highlighted by Tech Services as possible Confined Space or Restricted Space. MH will check with his SEW colleague in-charge of the project and reconfirm whether that is the case.

ACTION 3: HS to complete the confined space form for Purple 4 and send it over to SEW for compilation.

- 3. **IBC Update** – A meeting has been called but cancelled due to lack of items to be put forward as agenda items. Next meeting is to be scheduled and conducted before October's annual inspection.
- 4. **AIIR & Hazard Report** – HI briefed members on the only AIIR received since last meeting, which occurred in Dynamometer room in Purple 4. The incident involved a cooling system failure for a Ford engine which resulted in hot steam being released to the entire room. The root cause was a design failure of the cooling hoses and pipes which have no barbs securing the clamped hoses together. A corrective and preventive action was taken, by first, shutting down the operation of the engine altogether and request for the engine to be re-designed (as a whole and its cooling system) and re-certified. It was also suggested that the new system should include original (OEM) parts from Ford.
- 5. **Cyclone Committee Update** – No meeting has been conducted since Nov 2016 while the NT has received a couple of Watches and Warnings since the cyclone season started. Based on current advice, all communications will be done via e-mail and staff members are expected to check on their e-mails frequently once BOM has issued a watch or warning. SMSes will only be sent out to inform of closure and not during watch or warning based on current procedures on [CDU emergency website](#).

6. Reports from areas

- a. **Risk Assessments Workload on Academic** – LW explained about staff members having to complete risk assessments projects by SEW without time being allocated in their workload calculation or appropriate training. MH explained that the aim is not to burden the staff members but purely to receive their inputs from their specific areas. HI suggested that it could also be a miscommunication between SEW and SOH as other similar School and Area meetings with SEW have been observed to be fruitful with great outcomes. MH updated that the SEW's University-level Risk Registers project is still ongoing, and currently working with LEBA and may come back to EHSE from time to time for clarifications on certain items.
- b. **BSL / Blood Glucose Monitoring testing on Open Day** – The committee agreed that the test should not be conducted on Open Day, or any activity involving bodily fluid. Committee suggested physical tests such as BMIs or Blood Pressure as replacements.
- c. **First Aid Box with Aspirin** – The committee unanimously said no to storing aspirins in first aid boxes or with first aiders, in line with [NT Worksafe First Aid at Workplace's Code of Practice](#) where it states : *Medication, including analgesics such as paracetamol and aspirin, should not be included in first aid kits because of their potential to cause adverse health effects in some people including asthmatics, pregnant women and people with medical conditions. The supply of these medications may also be controlled by drugs and poisons laws. Workers requiring prescribed and*



over-the-counter medications should carry their own medication for their personal use as necessary.

- d. **UTV concerns** – Based on recent enquiry made by RIEL, MH reiterated the need for Faculty to adhere to regulations when using UTVs and advised to incorporate it into Faculty or School level field work manual as well as in risk assessment for the activity. MH pointed out that the user manuals for the vehicles should already have clear guidelines and safe practices and should be read, understood and followed by end users and activity leaders.

ACTION 4: *MH to discuss with SEW on how SOH has been approached on (a), LW to inform SOH on (b) and DC to inform relevant users in SENV/RIEL on (d)*

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