
MINUTES

DEPARTMENT	Engineering, Health, Science and the Environment (EHSE)
MEETING TITLE	EHSE Workplace Health & Safety Committee (WHSC)
DATE	27 April 2015
TIME	9:00 -11:00 a.m.
LOCATION	Yellow 2.2.10 Meeting Room
ATTENDEES	Mary Madden (MM), Himi Ibrahim (HI), Lolita Wikander (LW), Hemangi Surti (HS), Truc Nguyen (TN), Ruttiya McElroy (RM), David Crook (DC), Matthew Gray (MG)
APOLOGIES	Bino George (BG), Chris Lugg (CL)
ABSENT	Muhammad Rashed (MR)

1. Welcome and Apologies

HI welcomed and thanked members of the Committee for the attendance and noted the apologies. HI introduced new representative from RIEL/School of Environment, David Crook (DC) and informed members on the nominated student representative Muhammad Rashed (MR).

2. Report from Biosafety Committee

HI provided insights on recent Biosafety Committee meeting 1/2015:

- a. Discussion on TOR and mapping out members backgrounds and requirements fulfilment.
- b. Deputy Chair to conduct meeting in the absence of Chair.
- c. Meetings to be held twice yearly, in line with IBC's meeting frequency reduction to twice a year. Once in February and once in July, right before IBC meetings and inspections.
- d. All NLRD dealings within the Faculty will need to go through Biosafety Committee.
- e. Summary report of meetings will be sent to WHSC as part of agenda item.
- f. Links to ToR, files related to Biosafety e.g. Biosafety Manual and updates from OGTR. Minutes of meeting will not be published on the webpage.
- g. Members endorsed the Biosafety manual and agreed to have the manual revised on yearly basis.
- h. Members agreed to include radiation into portfolio and renamed the committee as Biosafety and Radiation Safety committee

3. AIIRs and Hazard Reports

HI highlighted key issues related to recent AIIRs:

- a. **Slip, Trip and Fall (20/02/15)** – A pregnant staff member fell due to slippery floor of Yellow 2 caused by water leaking from heavy downpour. FAS was alerted on the recurring leak issue and to install wet floor warning when the floor is wet.
- b. **Hand Injury 1 (20/03/15)** – A student had a minor needle stick injury on left thumb during a Midwifery Practice session, while putting oxytocin into a 500 ml bag. First aid treatment was not required.
- c. **Hand Injury 2 (03/03/15)**– A student had a needle stick injury, jabbed through the glove during a Midwifery Practice session. A first aid was applied to treat the minor wound. Future control measure: Awareness on hand injury, improve procedures involving needles e.g. use of blunt

needles, etc. LW advised that the incident may also triggered by students' nervousness during practical assessments.

- d. **Hazard Report - Building/Infrastructure Hazard (17.04.15)** A regular client of the Support Hub in B5.1.23 has visited and nearly had an epileptic fit due to flickering light, has now been sent home and is being monitored by a partner or friend. **Control Measure / Corrective/Preventive Action:** Related job(s) have been logged. Replace with working bulb, or remove bulb, or deal with wiring issues if required. EHSE staff members have been advised to report issues and immediately/log jobs; hazard form & email FAS for action.

- 4. **Field Work Risk Assessment Review - WHSC** will re-commence work in reviewing and auditing sample fieldwork risk assessments since most members have now completed the risk assessment and duty of care training. There's a suggested checklist in the fieldwork guide for administrators / fieldworkers / approvers that might help point out issues of interest for auditors.

ACTION 1: HI to distribute sample risk assessment to be reviewed in the next meeting

- 5. **Travel Insurance Coverage for Students – HI** briefed the members on the current effort by the Faculty in the insurance coverage issues for CDU students travelling to regions excluded by CDU's insurance policy, e.g. their country-of-origin, or regions with certain DFAT advisories, or where itineraries include a proportion of personal travel. The Faculty urged the University to review the issue and determine whether it is possible to extend the coverage for students in this situation. Matters have been brought up to VCAG and currently under discussion and being followed-up by EO.

6. Reports From Areas

- a. **School of Psychological & Clinical Science Hazard Profiling (MM) – SPCS** academics have attended a half-day session with WHS on Risk Assessments. It has also been advised that WHS Risk Assessment template is to be revised soon.
- b. **Beyond Blue / Head Space (LW) –** The work has been postponed to first or second week of S2 due to workload balance of staff in S1.
- c. **Practical Units Risk Assessments -** Gaps have been found within SEIT where risk assessments are not being done for the individual units. Current available risk assessments are only done for the lab and its equipment.
- d. **4WD Training Feedback –** Recent experience in 4WD training has left more rooms for improvement, where hands-on driving and recovery practice did not provide sufficient exposure for participants to experience a more realistic challenging obstacles and recovery methods. It is suggested that the training can be improved by including creek/deep water crossing, stall recovery, usage of electric winch, snatch strap, among others.
- e. **AEDs –** A unit is required in Green 4 due to testing to the ends of endurance with possibility of heart seizures. Request has been escalated to UHSC/Sub-committee involved in rollout purchase of AEDs at CDU campuses. There is also a suggestion to include one unit for remote field work.
- f. **Safety Improvements –** Pink 7's Gas and Corrosion labs have new droppers installed instead of floor-type extensions and cables. This is to reduce and subsequently trying to eliminate the risk of slip, trip and fall in the lab area.
- g. **Remote First Aid kit and course –** To send out field work staff to attend remote first aid course and at the same time to also seek advice on remote first aid box since current field work first aid

box seems to miss out regional-specific items e.g. electrolytes, quantity of ice packs among others.

- h. Repetitive Strain Injury** – Members are advised to inform their respective areas on the dangers of RSIs. Several suggestions have been discussed including usage of keyboard support pad and voice control method. Nursing theme voiced out concerns on assessing assignments online which may cause RSI due to repetitive requirement to “click” for every step. Learnline is working on reducing the number of “clicks” required after each step.

ACTION 2: HI to send out MG to remote first aid course and seek information on additional regional-specific field first aid box

ACTION 3: HI to follow up with UHSC on AED purchase for Green 4