



Minutes

DEPARTMENT	Engineering, Health, Science and the Environment (EHSE)
MEETING TITLE	EHSE Workplace Health and Safety Committee (WHSC)
DAY, DATE	Wednesday, 28 June 2017
TIME	9:00 am - 11:00 am
LOCATION	Yellow 2.2.10
ATTENDEES	Himi Ibrahim (HI) – Chair, Brian Phillips (BP) <i>proxy for</i> Lolita Wikander (LW), Sarah Carter (SC), Hemangi Surti (HS), Matthew Gray (MG), Lekshmi Sobhana (LS), Fiona Wilson (FW), SEW guest – Michael Howard (MH)
APOLOGIES	David Crook (DC), HSR Yellow Precinct – Ramya Ramamoorthi (RR), Student Rep – Bijumon Mani (BM), Chris Lugg (CL), Yolande Yep (YY)

1. Welcome and Apologies

2. Matters Arising from Previous Meetings

- a. **Campus After Hours Security** – Committee members noted that there is a significant lack of involvement by Wilson Security in taking actions or responsibilities for incidents that occur outside operational hours. The issue was raised by MH with Jeff Weldon (Senior Manager, SEW) and he brought it to the attention of John Dowd (CDU Head of Security). John Dowd advised that the issues have not been brought to his attention before. Security advised Jeff to inform the members to contact him directly in order for the issues to be addressed.
- b. **Purple 4 High Risk Lab** – Work is still in progress to fully isolate the control and activity area. CL is currently working John Dowd (Security) in managing the areas better. HI sees this as an enforcement issue rather than technical issue since the frequently parked vehicles are known to the University (contractors and OFM).

ACTION 1: *CL and HS to update members on the progress of turning the space into a “no parking zone at all times” in the next meeting.*

- c. **Confined Space** – MH has discussed with his colleague David Wakelin and his response is that once all the information are compiled then he could work out what locations might have needed further review and he could engage the ‘experts’ where needed. This issue has had further development: Office of Facilities Management (OFM) have taken on the confined space issue and are close to finalising an external contractor who will be tasked to identify and compile the list of those spaces across CDU campuses. David is working with OFM in this project and will be providing information to them as needed. HS also confirmed that Joep Horsten has completed the confined space form for Purple 4 Dynamometer Room and a copy has been sent over to SEW for further assessment.
- d. **BSL / Blood Glucose Monitoring Testing On Open Day (LW)** – No decision has been made by the School on the matter.



- e. **First Aid Box with Aspirin (LS)** – No feedback from Faculty on committee’s stand of not having aspirin in the first aid box or with first aider.
- f. **Risk Assessments Workload on Academic (LW)** – The issue was raised by MH with Rhonda Hedger (Senior Occupational Health and Wellbeing Consultant, SEW). DVC/Vice President Operations (Meredith Parry) had requested that SEW review placements risk after some incidents in various placements. SEW identified Placements as a complex topic that spanned several schools so decided to approach it as separate item using the same methodology as for the rest of the Risk Register hazard identification process that is being used for the rest of the faculty activity. Rhonda advised that she has had some meetings with Placements Office and SoH to commence the identification of hazards and the characterisation of risk in Placements. She was trying to get the information needed to document, characterise and validate the hazards in Placements and what controls are in place for the safety of staff and students and ultimately the University. Rhonda (and the SEW team) acknowledge the assistance and engagement of EHSE to date and whilst the SEW team is committed to doing the heavy work load for these initiatives it does require the local expertise and support to bring these initiatives to life. This is what the meetings with the local manager/head of school are all about. Rhonda has advised that there are many positive things going on in placements (just like every other area/school put on the risk register so far) - it just needs to be documented and validated.

3. **IBC / AA Update (HI)** – No IBC meeting has been scheduled this year yet. HI is anticipating the only meeting of the year to be held in October before the annual inspection.

4. **AIIR & Hazard Report (HI)** – Last AIIR update: First trial run by Joep Horsten has taken place and subsequent trial run of the engine in Purple 4 Dynamometer Lab will take place again with CL on board. HI informed that has not received any AIIR since last meeting although there were at least two recent incidents involving Essington students in Yellow 2 labs.

5. Reports From Areas

- a. **First Aid Room (MG)** – Based on several incidents involving students in laboratories (students passed out during laboratory sessions, as an example), the committee noticed the need for a first aid room, at least one in every precinct. MG suggested Yellow 2.1.27 to be converted to one, based on its close location to Science labs.

ACTION 2: HI to send an email to SEW for the request to be considered.

- b. **Recurring Mould Issue (RR)** – FW updated the members that the issue is still ongoing although it has been attended to several times by OFM.

ACTION 3: RR / FW to update on the progress in the next meeting.

- c. **EPIRB With All Satellite Phones (MG)** – MG informed that the current satellite phones with RIEL no longer have EPIRBs bundled together with the units. There was a request from a RIEL staff for an EPIRB replacement from Tech Services after noticing there are no more EPIRBs supplied with the satellite phones. MG proposed that all the RIEL satellite phones should be supplied together with EPIRBs like previous practices since satellite phones do not always work while the EPIRBs will. MH mentioned that SEW is working on “Journey Management” documents and may include EPIRB as a compulsory component for selected journey or field work.

ACTION 4: MG to also look into Spot and whether that can be the alternative to EPIRBs and/or satellite phones.

- d. **Working From / At home. (BR / LW)** – LW via BR raised the need to define and clarify the scope of Workplace Health and Safety when a staff member works from home as there is a lot of grey area when it comes to who, when, where and what are considered officially working from home. MH informed the members that Rhonda from SEW is currently working on the the issue as well as to have it clearly defined.

ACTION 5: *MH and LW to update the members in the next meeting on the findings or final document from SEW.*

As there were no other matters, the meeting adjourned at 10.45 am.