



**FACULTY OF MEDICINE
SCHOOL OF PUBLIC HEALTH AND COMMUNITY MEDICINE**

Date	Tuesday 15 May 2012	
Time	12.00-1:00pm	
Place	Room 241, Level 2, Samuels Building	
Agenda Distribution	Raina MacIntyre, Glenda Lawrence, Joanne Travaglia, Richard Taylor, Heather Worth, Robyn Richmond, Siranda Torvaldsen, Holly Seale, Karin Banna, Anil Singh-Prakash, Ravit Danieli-Vlandis, Anita Heywood, Sarah Jacob, Catherine Webster, Ranmalie Jayasinha, Husna Razee, Bayzidur Rahman, Martina Lavin, Zhanhai Gao	
Preparation Notes	Catherine Webster	
Agenda Item	Report from	
1. Welcome and Apologies Robyn Richmond, Heather Worth, Joanne Travaglia, Siranda Torvaldsen, Husna Razee, Richard Taylor	Chairperson	
2. Confirmation of Minutes of the previous meeting held: Minutes confirmed from 14th February 2012 H&S meeting	Chairperson	
3. Action items and matters arising from the previous meeting <i>Pending items:</i> 3.1 Tun Shwe is not on operational budget and therefore does not meet requirements for floor warden. The committee suggested Anita Heywood or James Wood as potential floor wardens located in the east side of the building. If James Wood is unavailable as floor warden Anita will be appointed and a new Deputy Fire Warden will need to be found from Lvl 3 - Anil to provide list of people on operational budget to Raina, should a new Deputy Fire Warden need appointing 3.2 PhD student requested a space for stretching or a place to lie down when back pain arises – Martina suggested a yoga mat on the library lawn and referred him to the disabilities unit. This student is currently on program leave and cannot resume study unless a medical certificate is provided		
4. Correspondence In & Out	Chairperson/Secretary	
5. Chairperson's/ Faculty H&S Coordinator's Report 5.1 Items from L1 & L2 H&S Committees <ul style="list-style-type: none"> UNSW has updated its Smoke Free Environment Policy and from 1st June the campus will be smoke free except for four designated smoking zones located at the North, South, East and West of the campus. A map is available on the governance website Monitoring of corrective actions for Faculties and Divisions puts Medicine in one of the top 4 - having around 75% completion rate. [Aim for Medicine to get to 85%] The question of whether Defibrillators should be available in every UNSW building was raised by another Faculty and brought to Level 1 for 	Chairperson/Faculty H&S coordinator	

<p>discussion. It was decided that rather than having a UNSW roll out, defibrillators would likely be included as emergency equipment in the two security vehicles. If individual work units wanted to make them available in response to staff concern/feedback etc, then that was up to them to manage including initial payment , regular servicing of the equipment, training etc.</p> <ul style="list-style-type: none"> Members of the VCAC attended 'Officers Training' with respect to the new Work Health and Safety Legislation 2011. The word "Occupational" has been replaced with the word "Work"; "Employer" with a "Person Conducting a Business or Undertaking (PCBU)" ; and "Employee" with the word "Worker". Workers include students on work experience and volunteers. <p>From the Level 2 H&S committee:</p> <ul style="list-style-type: none"> The first level 2 committee for Medicine as the Faculty Executive Forum, was held on 17th April 2012. All Heads of Schools, Centres and Institutes attend this committee as well as the Associate Deans and it is chaired by the Dean. In 2011 Medicine Faculty reported 279 hazards (including hazards from workplace inspections). 76 incidents were reported of which 61 were incidents with injury. The top 4 causes of injury in Medicine in 2011 were: Needlestick (16), Chemical exposure (11), Slip/Trips (10) and Manual Handling (10). Martina did a presentation on 'Officers Duty' and provided an information sheet on how due diligence can be managed at faculty level (see attached). Issues raised included: <ul style="list-style-type: none"> Status of MOUs between UNSW and its affiliated organisations. There has been considerable delay in getting these MOUs reviewed and revised by the Legal Office and the DVC Research. Martina has written WHS clauses as a starting point and these are being circulated for comment with various parties. A need to review procedures and risk assessments for overseas travel. <p>5.2 H&S Website updates- nothing to report</p> <p>5.3 New/changes to H&S legislation/standards</p> <p>5.4 New/changes to UNSW H&S policy/procedure/guidelines</p> <p>5.5 Committee compliance with consultation procedure- new members of the committee will need to enrol in the OHS consultation course available via MYUNSW. Courses are run each month</p> <p>There is provision in the WHS legislation to have Health and Safety Representatives (HSR) representing a workgroup who, after attending a 5 day training course have the ability to issue stop work notices and Provisional Improvement Notices (PIN) currently only able to be issued by WorkCover.</p> <p>This is a new provision in the NSW legislation and because of harmonisation of all the WHS laws across Australia is something that has been in place in other States (e.g. Victoria). However it is believed that if the current WHS committee is operating effectively it is unlikely that UNSW will go down the path of having HSRs. Members of workplace committees are referred to as committee representatives to distinguish them from these HSRs.</p> <p>To assist identify if the committee is operating effectively the attached checklist should be filled in at the next committee meeting. (attached)</p>	
<p>6. Progress on OHSMS Implementation Plan</p> <p>6.1 Supervisor Training course update- training completed however need a refresher every year. The next session to be arranged in S2 – Anil to organise</p> <p>6.2 Committee to complete self-audit tool which comprises or 110 questions.</p>	<p>Management Rep</p>

Anil to form sub-committee to complete this within the next month	
7. Inspection, Testing and Monitoring Program 7.1 Workplace H&S inspections - Level 2 completed April 2012 by Catherine & Ravit- available on the server - Level 3 completed May 2012 by Sarah & Ravit- documentation needs to be typed and finalized 7.2 Electrical testing and tagging- completed at the end of last year- ongoing faculty responsibility. 7.3 H&S audits- nothing to report	Committee
8. H&S Training Program 8.1 Training needs analysis (training gaps) - Update staff training register: Ravit currently working on this. A broadcast was sent out to all staff regarding completion of the Online Awareness course. New staff are automatically enrolled, however old staff need to be requested to be enrolled in the course. It was suggested that a self enrolment tool would be practical There are issue with accessing the online system if you do not have access to firefox – Martina will look into this 8.2 Training plan 8.3 Training completed	Committee
9. First aid, Emergency and Security 9.1 Fire Drill Samuels Building – cancelled, new date to be scheduled	Chairperson/Management Rep
10. Changes to Workplace 10.1 Facilities, processes and OHS specifications 10.1.1. Refurbishment and maintenance – Level 3 Western Balcony(please refer to attached email)- it was advise by FM that having plants placed on the balcony will pose an OH&S risk- the committee have asked Martina to advise 10.1.2. Plant, equipment and furniture 10.2 Management decisions that may impact on H&S 10.2.1. Changes to assigned H&S responsibilities- All new committee members to undertake OHS consultation course 10.2.2. Relocations and other issues	Chairperson/Management Rep
11. Hazard and Incidents Reports and Review 11.1 Person at Liverpool hospital supervised by SPHCM staff hit their head on a shelf. The shelf has since been removed and the person was given medical assistance 11.2 PhD student logged incident report regarding paint fumes in Room 212. Students were advised to open the windows or use the library or Postgraduate student computer labs for the day. In future management will advise staff or students if painting occurs	Chairperson
12. Corrective Actions Register Review and Update Incident report for Chancellery walk is still open- the committee have suggested putting extra signs up or mirrors as this issue has not been resolved- HoS requested to write email to Helen Moustacas	Register custodian
13. H&S Hazard & Risk Register Review and Update 13.1 Risk assessment review and approval 13.1.1 Home Visits - Checklist developed by the NSW Government Family and Community Services – Department of Aging, Disability and Home Care (please refer to attached email)	Chairperson

<ul style="list-style-type: none"> - Home visits RA to be sent back to Iman for risk rating to be entered <p>13.1.2 Guidelines and processes for documenting and monitoring overseas work for our staff and students in accordance with RDC guidelines</p> <ul style="list-style-type: none"> - Anil to send broadcast to research staff: meeting to be held with staff involved in research for consensus on guidelines <p>13.1.3 Off campus examination sites – external students</p> <ul style="list-style-type: none"> - Are external PG students undertaking exams at external locations also required to undertake a risk assessment? Martina has advised to contact Paul Bransdon from the risk management unit to follow up on insurances and policy about this and visitors on campus <p>13.2 Register update – SPHCM H&S webpage</p> <p>All risk assessments are available on the school website</p> <ul style="list-style-type: none"> - Catherine to send all risk assessments to Martina for review - Circulate RA to staff in clinical studies to complete a risk register 	
<p>14. New business</p> <p>14.1 Nomination of new H&S secretary- Sarah has been appointed as H&S secretary</p>	Chairperson
<p>15. Business without notice</p>	All
<p>16. Next meeting and future dates for 2012</p> <p>14th August 13th November</p>	
<p>17. Close of Meeting</p>	Chairperson