OHS638-Minutes

Level 2 OHS Committee

UNIVERSITY OF NEW SOUTH WALES – Australian School of Business

Minutes for Level 2 OHS Committee Meeting

Date: Thursday 19th August 2009
Time: 10:00 – 11:30 am
Place: Quadrangle 2063

Attendance

- Madeleine Burchall: UNSW OHS & Workers Compensation
- Chris Adam: Senior Management Representative
- Di Montgomerie: Chairperson, Employer Representative
- Bindya Subba: Actuarial Studies Representative
- Huang Xiao: Dean’s Unit/OHS Administrator
- Bibi Moore: Business Law & Taxation Representative
- Justin Green: Student Representative
- Michelle Wolfram: OHS Committee Secretary
- Rebecca Archer: Student/Marketing Unit Representative
- Simon Arnold: General Manager
- Kanami Torii: AGSM MBA Programs Representative
- Colin Withers: Accounting Representative
- Erica Bowron: MBT Representative
- Fei Wong: Economics Representative
- Avis Wong: Strategy & Entrepreneurship
- Michael O’Connor: AGSM Executive Programs Representative
- Vince Hooper: Banking & Finance Representative
- Suzanne Bonanno: HR Representative

Apologies

- Alec Cameron: Dean
- Dominique Motteux: Economics Representative
- Farhad Daneshgar: SISM Representative
- Roxane McDonald: BITS Representative
- Paula Aldwell: Marketing Representative
- Terry O’Callaghan: Organisation & Management Representative

Minutes

1 Welcome and Apologies

1.1 Welcome to Justin Green who has replaced Yan Du as Student Rep,
    Thanks to Yan for his attendance and welcome to Suzanne
    Bonanno as HR Rep

1.2 Apologies (as above)

2 Minutes of the Previous Meeting – 21 May 2009

Correction to last meeting minutes:
7.4 OHS Audits
- 2 schools, Marketing and Business Law and Taxation (BLAT) have both
  completed the "Pre-Audit tool" questionnaire, that is completed in
  preparation before the OHS Dept complete a formal audit of the
  school. For the OHS Dept to conduct a "formal audit" the school needs
  to achieve 75% or more in the "pre-audit tool questionnaire". Marketing
  achieved 65%, so they are not ready for a formal audit yet. BLAT
  achieved 83%, so they are ready for a formal audit. The audit will be

Action & By whom

Di Montgomerie

Medeleine Burchall
probably take place sometime in the next 6 months.

2.1 The formal audit take approx 4 hours, and 2 staff from the OHS Dept, come out and conduct interviews with the Head of School, 2 Supervisors, and Employee, and go on a tour of the school. The objective is verify that UNSW's OHS systems and procedures are being implemented, and to sight documentation to support this.

### 3 Action items and matters arising from the previous meeting

3.1 OHS representative on OHS Committee
   - Formalising authority of General Manager to act on Dean’s behalf: Resolved (Dean Official authorisation in writing required)
   - Simon Arnold will seek authorisation in writing from the Dean authorising the request for Simon to act on the Dean’s behalf

3.2 OHS report has been included in FacXC monthly meeting as a standing item

3.3 Other action items will be addressed in standing items reports below

### 4 Correspondence In & Out

4.1 Suzanne Bonnano has will now attend Faculty OHS meetings as HR Rep

4.2 Issue raised in regards to the trip hazards waster paper bins are in corridors – Cleaning Unit have advised that this is the only feasible and cost effective way to empty bins. Staff must take responsibility in bringing their bin back into their office each morning

### 5 Standing items

5.1 Human Resources OHS Representative’s Report (Appendix A)
   - UNSW OHS Newsletter – is sent out quarterly, used as a communication tool to get staff up to date with OHS news
   - OHS Document review – OHS Policy is currently under review
   - UNSW Slips/ Trips & Falls Campaign – posters to be distributed by Huang to all schools and units
   - Feedback from Level 1 OHS Committee – OHS Measures will form part of Managers KPTs
   - Funding received for an online hazard reporting system has been received, currently still in the process of deciding to go with inhouse or outsource

5.2 Faculty Representative OHS Report - addressed in appendix items

5.3 OHS Reports from Schools/Units – Nil report

5.4 Client Facility Manager’s Report

### 6 Incidents, Hazards and Corrective Action

6.1 Report on incidents and hazards since last meeting (Appendix B)

6.2 Hazards reporting regarding loose pavers outside ASB southeast entry

### 7 Inspection, Testing and Monitoring Program

7.1 Workplace OHS inspections
- Refer to Inspection schedule (Appendix C)
- AGSM XP, MBT, Banking & Finance and Strategy and Entrepreneurship completed workplace inspections – minor housekeeping issues to attend to
- Newly purchased appliances require only a tag and register for testing & tagging after 5 years Huang to send reminds out quarterly

7.2 Electrical testing and tagging (see Appendix D)

8 OHS Training Program
8.1 Training records Stats (see Appendix E)
- Schools/Units are responsible for keeping their training records current and folders are keep on K drive.

8.2 Training plan/schedule for 2009 (see Appendix F)
- Suggested that Banking and Finance and AGSM XP arrange their own in-house training for staff – Madeleine willing to assist
- Faculty training scheduled for 9th October – Reps to promote this within their schools and units

9 First aid, Emergency and Security
9.1 Emergency Matters (see Appendix G)
- Updated Evacuation notices located on K:/ Drive – print out new ones for your school/unit
- Schools encouraged to replace toasters with sandwich press’ to ensure safety and unnecessary evacuations from burnt toast

9.2 First Aid updates (see Appendix H)
- All First Aid Officers have current certificates
- Schools/Units to order own supplies of plasters through Corporate Express if they have run out

9.3 Security Issues
- After hours audit to be conducted by SNP Security on the ASB – Di to follow up and report back results at next meeting

10 New Business

11 Business without notice

12 Next meeting and future dates for the year
12 November 2009 10:00 -11:00am 6th Floor. ASB Boardroom

13 Close of Meeting @ 9:50 am

Office Bearers:

Dianne Montgomerie Committee Chairperson (x55968)

Michelle Wolframmm Committee Secretary (x57294)
Hi Di

Huang is quite correct regarding the process for the bin collection, outside the once a week clean of the individual offices, it is the responsibility of the staff member to put out and retrieve their rubbish bin from the corridor when it needs to be emptied. This is the requirement for those staff members with single person offices, whereas cleaners will go into multi desk offices to empty bins. As much as I would really like to assist by getting bins out of the corridor overnight there are a few of reasons why staff are asked to place their bin out when it needs to be emptied;

- Efficiency of the cleaning process - for a cleaner to enter every single person office to check the rubbish bin to see if it needs emptying takes time, and given the huge number of offices on campus it would be quite an inefficient procedure, particularly when bins do not necessarily need to be emptied every day.
- Security Issues - there have been isolated occasions when cleaners will inadvertently leave doors unlocked after entering a room, so the fewer occasions that they are asked to enter an office the more secure it will be. As I said it is quite rare for this to happen but nevertheless it does occur from time to time, so significantly increasing the requirement for cleaners to enter offices will only assist with security.
- Cleaning Specification - except for the once a week thorough office clean the current cleaning specification contracts the cleaning company to only empty bins that are left out in the corridor for single person offices. This is part of the standard specification for the cleaning company for the entire university and any change to that specification would require additional labour and therefore be at an additional cost.

I can understand how bins left our through the day can appear unsightly, however the current process is the most time and cost efficient way to empty office bins throughout the campus and we are relying on staff to assist with the management of their individual bins.

Regards
Stuart

Stuart Halsall Cleaning and General Services Manager - Facilities Management

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Appendix A  Human Resources OHS Representative’s Report

Aust School of Business Level 2 OHS Committee Meeting 19/8/09

5.2 HR OHS Representative’s Report

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Information</th>
</tr>
</thead>
</table>
| OHSMS Implementation Plan and OHS Quarterly Reports from Units | 1. Quarterly Reports:  
  - Need everyone to send me their Quarterly reports 4 days before the meeting date (NOTE: Still waiting for report from Farhad Daneshgar)  
  - Have noticed in some schools that their implementation plan score has not changed much in the last 3-6 months, which indicates that not much progress has been made on implementing OHS systems and procedures in their area (NOTE: If need help to revise your Implementation Plan score ring Madeleine on x52916, otherwise refer to last meeting’s “Essential Tasks required to implement OHS Mgmt System” to see what else you need to do) |
|             | 2. New OHS Newsletter  
  - Please communicate this to all your staff (eg. Put up on staff noticeboard and email a copy out to all staff) |
• Looking for “good news stories” about any health and safety initiatives or improvements you have made in your workplace – send email to me

3. “Slips, Trips and Falls Project” being rolled out during Session 2:
  • Will be sending out posters for you to put up in your workplace to raise awareness about reporting “slip, trip an fall” hazards
  • Developing a special “Slips, Trips & Falls Inspection Checklist” for OHS Reps to complete in their work area
  • Identifying “fall hot spots” across UNSW from analysing accident and injury statistics

4. Chemical Register
  • Madeleine needs to talk to Huang to work out the best way to get lists of chemicals for each school or unit and the Material Safety Data Sheets (MSDS) for these chemicals
  • School OHS Reps can start finding themselves, by finding MSDS sheets for their products either by going onto the manufacturers website and looking for an MSDS, or asking the supplier of their chemicals to provide one
  • Another option is for OHS Reps to look up the “Chemalert Website” to find their products. However, you do need very specific details on the name of the product. Eg. Can just say “Morning Fresh dishwashing liquid”, as there are 10 different “Morning Fresh” products on Chem Alert database

5. Document Review time
OHS Dept has started reviewing all documents in Management system. Will be put up on Policy Management Unit website for all staff to comment on.

Items from L1 OHS Committee, etc

Progress on Recommendations made by Noel Arnold:

Project 1 – Establish clear leadership and direction for OHS at UNSW
  • Specific “OHS Key Performance Targets” have been developed for Senior Managers and Managers (ie. Head of School/Unit) that need to be incorporated in business plans and performance indicators (see attachment)
  • Projects to reduce Lost Time Injuries – “Slips, Trips and Falls Project” as discussed above
  • Currently revising the OHS Policy to include some core “OHS Values”, and will be asking OHS Committees for feedback, and a UNSW wide forum in September.

Project 2 – Online Incident and Hazard reporting systems
  • Currently investigating whether we can build our own system “in-house” using “NSS”, versus buying an “external product”

OHS Statistics

Workers Comp and Incidents

Incident reports for the period 21/05/09 to 18/08/09: 6 incidents reported
  Cause of Injuries:
  Manual Handling = 2
  Repetitive Movement/Overuse = 1
  Burn = 1
  Trip & Fall = 1
  Broken equipment = 1

Workers Compensation Claims 21/05/09 to present = Out of 6 incidents reported, 2 have resulted in claims

Hazard reported since 01/01/2009 = 1 Hazard Report from Dean’s unit
Summary: 2 Loose pavers in front of South East entry doors.
### OHS Training

**2009 Training Attendance Statistics**
- See “Huang’s attachment”

### OHS Workplace Inspections

- Each school needs to complete 1 workplace inspection per year. If you need help doing an inspection call Madeleine Burchall on x59216 and I can give you an introduction of what you need to do. Any hazards should be recorded in your Hazard register, and any Corrective Actions noted in your Corrective Action Register.

### OHSMS Audit

- Business Law & Taxation completed the online Self Audit Tool in Dec 2008 & met 75% benchmark – Therefore, ready for formal audit by OHS Unit (will happen in next 3-6 months)
- School of Marketing didn’t achieve benchmark, so need to address areas where didn’t meet criteria

### New/Changes to OHS Legislation/Std

- Nil

### New/Changes to UNSW OHSMS

- Nil

### 6 Incidents, Hazards and Corrective Action

<table>
<thead>
<tr>
<th>WorkCover reported incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Since last meeting on 20/5/09: One significant injury for ASB was reported to WorkCover NSW.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Corrective Actions Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each School/Unit should establish and maintain a Corrective Actions Register</td>
</tr>
</tbody>
</table>
- record all hazards, incidents and issues identified during inspections or audits
- record the corrective actions taken.
- recommend that you use the “Excel” version of Corrective Actions, as you can easily sort between your open and closed “corrective actions”

### Appendix B  Incidents Quarterly Report since last meeting

<table>
<thead>
<tr>
<th>When</th>
<th>Incident Type</th>
<th>Injury</th>
<th>Corrective action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20/5/09</td>
<td>Manual handling</td>
<td>Left arm &amp; shoulder</td>
<td>OHS and manual handling training</td>
</tr>
<tr>
<td>14/5/09</td>
<td>Trip &amp; Fall</td>
<td>neck</td>
<td>Reported to FM to check the lift</td>
</tr>
<tr>
<td>11/6/09</td>
<td>Overused</td>
<td>Arm/ wrist/ neck</td>
<td>Review ergonomics &amp; workload/ task review</td>
</tr>
<tr>
<td>17/6/09</td>
<td>Manual handling</td>
<td>Lower back</td>
<td>Identified correct lifting technique and recommended training</td>
</tr>
<tr>
<td>1/7/09</td>
<td>Burn from Urn</td>
<td>Right hand</td>
<td>Administrative procedure now in place</td>
</tr>
</tbody>
</table>

### Appendix C  Workplace Inspection Schedule 2009

<table>
<thead>
<tr>
<th>Work Unit</th>
<th>Inspection Schedule</th>
<th>Report Schedule</th>
<th>Inspect Team</th>
<th>Completed</th>
<th>Outstanding corrective issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGSM MBA Program</td>
<td>Jan/Feb</td>
<td>Report to Feb Meeting</td>
<td>Kanami/Huang</td>
<td>8/1/09</td>
<td>No</td>
</tr>
<tr>
<td>ALL/CSI, ASB Research Unit/Accredition</td>
<td>Jan/Feb</td>
<td>Report to Feb Meeting</td>
<td>Di/Huang</td>
<td>10/2/09</td>
<td>No</td>
</tr>
<tr>
<td>Building</td>
<td>Areas</td>
<td>Inspected (Y/N)</td>
<td>By whom</td>
<td>Next inspection due</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------------</td>
<td>-----------------</td>
<td>-----------</td>
<td>---------------------</td>
<td></td>
</tr>
<tr>
<td><strong>ASB</strong></td>
<td>B&amp;F offices &amp; utility rooms</td>
<td>Yes (18/2/09)</td>
<td>Huang Xiao</td>
<td>18/2/2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Econ utility rooms</td>
<td>Yes (24/3/09)</td>
<td>Huang Xiao</td>
<td>24/3/2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>O&amp;M utility rooms</td>
<td>Yes (24/3/09)</td>
<td>Huang Xiao</td>
<td>24/3/2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>S&amp;E utility rooms</td>
<td>Yes (24/3/09)</td>
<td>Huang Xiao</td>
<td>24/3/2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Centre/ MBT/ EDU</td>
<td>Yes (24/3/09)</td>
<td>Huang Xiao</td>
<td>24/3/2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Postgrad common room</td>
<td>Yes (24/3/09)</td>
<td>Huang Xiao</td>
<td>24/3/2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dean’s Unit/ CSI/ Business Lounge</td>
<td>Yes (23/3/09)</td>
<td>Huang Xiao</td>
<td>23/3/2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kitchen/ Kitchenettes</td>
<td>Yes (24/3/09)</td>
<td>Huang Xiao</td>
<td>24/3/2014</td>
<td></td>
</tr>
<tr>
<td><strong>Quad</strong></td>
<td>Actuarial Studies offices &amp; work areas</td>
<td>Yes (2/6/09)</td>
<td>Huang Xiao</td>
<td>2/6/2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BLAT offices &amp; utility rooms</td>
<td>Yes (18/2/09)</td>
<td>Huang Xiao</td>
<td>18/2/2014</td>
<td></td>
</tr>
</tbody>
</table>

### Appendix D  Testing and Tagging

<table>
<thead>
<tr>
<th>Building</th>
<th>Areas</th>
<th>Inspected (Y/N)</th>
<th>By whom</th>
<th>Next inspection due</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Centre/ EDU</strong></td>
<td>May Report to May Meeting</td>
<td>Rebecca,</td>
<td>15-19/5/09</td>
<td>No</td>
</tr>
<tr>
<td><strong>KAREC/APuHC</strong></td>
<td>April Report to May Meeting</td>
<td>Huang</td>
<td>18/5/09</td>
<td>No</td>
</tr>
<tr>
<td><strong>AGSM Executive Programs</strong></td>
<td>June Report to Aug Meeting</td>
<td>Michael, Huang</td>
<td>17/8/09</td>
<td>No</td>
</tr>
<tr>
<td><strong>MBT</strong></td>
<td>June Report to Aug Meeting</td>
<td>Erica</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Accounting</strong></td>
<td>July Report to Aug Meeting</td>
<td>Collin, Paula</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Marketing</strong></td>
<td>July Report to Aug Meeting</td>
<td>Collin, Paula</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Banking &amp; Finance</strong></td>
<td>July Report to Aug Meeting</td>
<td>Vince, Huang</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IT Group</strong></td>
<td>June Report to Aug Meeting</td>
<td>Roxane, Huang</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Organisation &amp; Management</strong></td>
<td>July Report to Aug Meeting</td>
<td>Terry, Avis</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Strategy &amp; Entrepreneurship</strong></td>
<td>July Report to Aug Meeting</td>
<td>Terry, Avis</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Economics</strong></td>
<td>Aug-Sept Report to Aug Meeting</td>
<td>Fei, Dominique</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Business Law &amp; Taxation</strong></td>
<td>Aug-Sept Report to Nov Meeting</td>
<td>Bindya, Bibi, Farhad</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Information Systems, Technology &amp; Management</strong></td>
<td>Aug-Sept Report to Nov Meeting</td>
<td>Bindya, Bibi, Farhad</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix E  ASB OHS Training Records – Ratio

<table>
<thead>
<tr>
<th>School/Unit</th>
<th>Dean’s Unit</th>
<th>MBT</th>
<th>Student Centre/Marketing</th>
<th>EDU</th>
<th>BLAT</th>
<th>ACTL</th>
<th>SISTM</th>
<th>ACCT</th>
<th>MKTG</th>
<th>ECON</th>
<th>B&amp;F</th>
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<td></td>
<td></td>
</tr>
<tr>
<td>No. of Staff/PhD</td>
<td>(39)</td>
<td>11</td>
<td>(29)</td>
<td>(19)</td>
<td>(15)</td>
<td>26</td>
<td>59</td>
<td>(69)</td>
<td>70</td>
<td>(41)</td>
<td>81</td>
</tr>
<tr>
<td>No. of Trained</td>
<td>(29)</td>
<td>11</td>
<td>(25)</td>
<td>(16)</td>
<td>(13)</td>
<td>22</td>
<td>23</td>
<td>(21)</td>
<td>30</td>
<td>(39)</td>
<td>37</td>
</tr>
<tr>
<td>OHS Trained Ratio</td>
<td>(74%)</td>
<td>100</td>
<td>(87%)</td>
<td>84%</td>
<td>(87%)</td>
<td>86%</td>
<td>39%</td>
<td>(30%)</td>
<td>43%</td>
<td>(95%)</td>
<td>46%</td>
</tr>
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</tbody>
</table>

N.B. Previous data are listed in brackets.

Appendix F  ASB OHS Training Schedule – 2009

<table>
<thead>
<tr>
<th>Schedule ASB OHS Training</th>
<th>Date</th>
<th>Location</th>
<th>Number Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHS Awareness &amp; Ergonomics</td>
<td>6/2/09</td>
<td>10-12, Quad 2063</td>
<td>24</td>
</tr>
<tr>
<td>OHS Awareness &amp; Ergonomics</td>
<td>18/2/09</td>
<td>10-12, Quad 2063</td>
<td>13</td>
</tr>
<tr>
<td>OHS Awareness &amp; Ergonomics</td>
<td>4/5/09</td>
<td>10-12, Quad 2063</td>
<td>29</td>
</tr>
<tr>
<td>OHS Awareness &amp; Ergonomics</td>
<td>31/7/09</td>
<td>10-12, Quad 2063</td>
<td>39</td>
</tr>
<tr>
<td>OHS Awareness &amp; Ergonomics</td>
<td>9/10/09</td>
<td>9.30-12, Quad 2063</td>
<td></td>
</tr>
</tbody>
</table>

Appendix G  Emergency Update

<table>
<thead>
<tr>
<th>Building</th>
<th>Emergency Teams Set Up (Y/N)</th>
<th>Evacuations</th>
<th>Issues/ Comments/ Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
14/5/09 @4.30pm – False fire alarm

ASB

14/5/09 @4.30pm – False fire alarm

Someone cooking in Room 358 Kitchenette

Quad

Y

Fire drill postponed due to Swine flu

AGSM

Under V&E management

CBD

Under #1 O’Connell St Building Management

Appendix H

First Aid Officers/boxes Summary

<table>
<thead>
<tr>
<th>Building</th>
<th>First Aid Officers</th>
<th>Certificate Current (Y/N)</th>
<th>Renewal Date</th>
<th>First Aid Box Audit (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASB</td>
<td>Bass Bizri, Stephanie Osborne, Joanne Woo, Julieann Lyons, Robyn Tompkin, Di Montgomerie</td>
<td>Yes, Yes, Yes, Yes, Yes</td>
<td>27/3/12, 7/7/12, 18/9/11, 8/10/11, 30/10/10, 30/10/11</td>
<td>Y (March 2009)</td>
</tr>
<tr>
<td>Quad</td>
<td>Christine Van Toorn, Mandy Cheng, Margot Deceils</td>
<td>Yes, Yes, Yes</td>
<td>16/8/10, 3/6/11, 17/8/10</td>
<td>Y (March 2009)</td>
</tr>
<tr>
<td>AGSM</td>
<td>Catriona Debelle, Jane Parker, Lisa Barrett</td>
<td>Yes, Yes, Yes</td>
<td>16/5/10, 11/12/11, 26/3/12</td>
<td>Y (March 2009)</td>
</tr>
<tr>
<td>CBD</td>
<td>Michael O’Connor</td>
<td>Yes</td>
<td>31/10/10</td>
<td>Y (March 2009)</td>
</tr>
</tbody>
</table>