



### 3.2 BUSINESS ARISING FROM THE 14 FEBRUARY 2008 MINUTES

#### 3.2.1 COMMITTEE MEMBERSHIP CHANGES

Professor Ray Cooksey has resigned from the Committee. OHS Officer is in the process of canvassing for a suitable replacement for endorsement by the V.C.

## 4. MANAGEMENT REPRESENTATIVE REPORTS

### 4.1 OHS OFFICER REPORT

Daphne McCurdy tabled a detailed report to the end of March 2008 for the information of members and briefly explained where she is up to on a number of items. A copy had been previously circulated by email for the information of members. Four specific issues were discussed in detail.

- (i) *Wellness Program.* John Kauter (WG6) is interested in examining the options available for UNE to encourage and/or subsidize flu vaccinations for staff. Last year more than half of MPA staff were away from work with the flu during winter. OHS Officer has spoken to the UNE medical centre and the current procedure to obtain a flu vaccination is to make an appointment with the Doctor to get a prescription, fill this prescription in town (cost is \$22.50 for the prescription), return to the medical centre and have a nurse give the injection. OHS Officer has checked with other universities for their policy on flu vaccinations for staff. She is completing a report which can be used if the OHSSC wishes to pursue the matter. There was discussion among the Committee whether flu vaccinations were university business. This subject was discussed later under **7. Other business** as John Kauter arrived at 10.25 a.m.
- (ii) *Time for functions.* Not all representatives on Work Groups have access to email, so OHS Officer has prepared hardcopies of the guidelines on this to send to all representatives. This will be done shortly.
- (iii) *Fieldwork.* OHS Officer commended Dr Nick Reid (SERS) for his work. Nick has prepared a comprehensive 2-day program for students and staff covering fieldwork procedures. The first program is organised for 14-15 April and another will be run in August for the 2<sup>nd</sup> semester intake.

Rowan (WG 1) stated that fieldwork wasn't exclusive to SERS and suggested that the SERS fieldwork induction program would conflict with KNOW-RISK.

OHS Officer said that she was aware that a number of schools were involved with fieldwork and that she understood from conversations with Nick Reid all Heads of School had agreed in principle to adopt the SERS model once it had been finalised. Fieldwork is managed under OHS risk management rather than corporate risk management, and Daphne is communicating with Debbie Creed (Risk Management) regarding this.

- (iv) *Heads of Residences*. NSW legislation includes “smoke free environments” and, on campus, Security can ask people to move. However, a Head of one of the colleges has used this legislation to fine residents caught smoking in the college courtyard. OHS Officer stated that this legislation makes no provision for fines and that all prosecution and fines for infringements must occur through the NSW courts. Currently, UNE policy has a 3-m distance from doorways and windows. At the time the UNE policy was written, NSW legislation did not specify a distance. Tasmanian and the Northern Territory’ legislation specified 3 m, which was adopted for UNE policy. Subsequently, Queensland legislation specified 10 m. When the UNE policy comes up for review, a 10-m distance may be an option.

#### **4.1.1 DRAFT POLICIES AND GUIDELINES**

The Committee asked why the Harm minimisation policy was rejected by the Consultative Committee. OHS Officer explained the reasons given for the rejection of the policy were vague but that generally the Consultative Group didn’t like the organisation of the policy and that they wanted it rewritten.

Kay requested that it be clarified that this was the General Staff Consultative Group and stated that Janine Hodgson knew the membership of this group.

#### **4.2 DIRECTOR – HRS REPORT**

No report was tabled as Vicki Anderson was away. Kay was present to answer questions if needed. No questions were asked.

#### **4.3 DIRECTOR – FMS REPORT**

**Mike reported that four projects have been completed or are almost complete:**

- E-learning commons has been completed (ground floor of the library).
- Eastern car-park has been completed (sealed, lit and security phones installed). It has been swept and will be swept again in 6 months.
- Geology car-park has been sealed and lit and line-marking was due to be completed by the end of the week, but will be done early next week due to rain delays.
- Approval has been given for the Glasshouse project (\$5.5 M). This includes demolition and removal of the existing glasshouses near Physiology, which will involve the removal of material containing asbestos.

OHS Officer asked whether these new glasshouses would need shade cloth over summer has this has been a big safety issue in the past.

Mike said that the new glasshouses would be held at a constant temperature, so there would be no need for shade cloth during summer. The project comprises a teaching area, potting shed and research area. The project will take 32 weeks to completion, currently due before Christmas, but definitely before first semester next year.

OHS Officer said that there are uneven bricks (due to tree roots) in the area that have been responsible for several tripping incidents and asked whether these could be removed during the demolition process.

Mike said he'd talk to the OHS Officer about this issue.

#### **4.4 WORK GROUP REPORTS**

##### **4.4.1 WORK GROUP 1**

WG1 had not submitted a report but Rowan said he was able to give a verbal report. Rowan said there had been not WG1 meetings but that all personnel in SHES (buildings E1-E5) knew the evacuation and emergency procedures.

Daphne asked the date of the last WG1 meeting. Rowan said it was "ages ago" due to academic renewal.

Daphne said she was aware of staff who were keen to be in this Work Group who were giving up because of the lack of meetings. She asked Rowan to make a date for the next meeting.

The Chair asked that the next meeting of this Working Group be held before the next meeting of the OHSSC.

##### **4.4.2 WORK GROUP 2**

John Kellet reported an issue that needed escalating. The discussion of this item is recorded at **Item 5.1**.

##### **4.4.3 WORK GROUP 3**

No report was submitted and no representative was present at this meeting.

##### **4.4.4 WORK GROUP 4**

Members noted there was nothing to report.

##### **4.4.5 WORK GROUP 5**

Fran said the only issue of concern was anchor points on college rooves to clean gutters.

Mike said that even if anchor points were installed on the college roofs, staff would need training in working at heights and need the appropriate equipment. Mike said that the colleges would need to employ contractors and the contractors would need to use a cherry picker.

Fran said that they had requested a quote before Christmas 2007, which they had accepted, but that the contractor had then declined the job.

They need to request a quote from another contractor.

Mike said that they need to ensure that the contractor use a cherry picker for those roofs.

#### **4.4.6 WORK GROUP 6**

Work Group 6 raised the concern of flu vaccination. This is discussed in **Item 7**.

#### **4.4.7 WORK GROUP 7**

Members noted there was nothing to report.

#### **4.4.8 WORK GROUP 8**

Members noted there was nothing to report.

### **4.5 WORKERS' COMPENSATION OFFICER REPORT**

The Chair noted the report attached in the Agenda.

### **4.6 TRAINING AND AWARDS REPORTS**

#### **4.6.1 TRAINING REPORT**

OHS Officer noted that the training report was attached to the Agenda. Although this report still needs updating, it shows those areas which don't have any training. Daphne stated that Scott is available to do the training, and that members should look at the report to see whether their area requires any training. If staff were not trained last year, then they need training this year.

Fran said that RA's were all Fire Wardens and that their training was up-to-date. OHS Officer asked all reps to check the training status of their Work Group buildings.

#### **4.6.2 AWARDS REPORT**

OHS Officer commended Nick Reid (SERS) for the comprehensive fieldwork induction program he has organised for his school. She will consider officially nominating after the first program is run 14-15 April.

## **5. ESCALATED ISSUES**

### **5.1 WORK GROUP 2 EBL BUILDING WORK ENVIRONMENT**

John Kellet spoke to this Item. During heavy rain, the major corridor in EBL leaks and large puddles (>1 m<sup>2</sup>) appear on the tiled floor. This has been a problem for a long time. During business hours, staff are there to mop the floor and put up warning signs. Staff have been told that the money is available for a new roof, and then told that the money is not available. In February, John filled out an incidence report. Also, in EBL Lecture Theatre 1, during heavy rain, water runs down a wall, across an electrified 'EXIT' sign and drips on the floor: this is near the main entrance to the building. In EBL Lecture Theatre 5, rain leaks onto the carpet. In Room W42, someone suffered an asthma attack due to damp carpet. The carpet was subsequently steam cleaned. The roof also leaks in the Dean's area of the building, but they have been told that the roof is about to be replaced in this area.

Mike said that the corridors that link EBL are badly constructed with flat, tiled roofs, and that gum trees are positioned close to the buildings. He has looked at the issue with Brian Munro and that they need to replace the whole roof. He confirmed that the roof is being replaced for the Dean's area. The issues are the roof profile and that gum trees are growing close to the gutters, and because of the courtyards being confined, they can't get a cherry picker close to the gutters to clean the leaves out. Also, because the roof tiles are brittle, they can't install anchor points. Scaffolding is a possible solution, but is very expensive. They are planning to progressively replace the corridor roofs, but this is an expensive project. Some trees will have to be removed.

There was some discussion about gutter protection, including gutter guards, but Mike explained that because the tiles have slipped, leaves would build up anyway and the rainwater would still overflow onto a pathway below the corridor.

John asked what the timeline was for replacing the roofs.

Mike said that the architect would be inspecting the building later this year.

John reminded the Committee that currently, water was running over an electric sign and asked when this would be fixed.

Mike said that Lecture Theatre 1 was due for refurbishment next year, including replacing the roof and that this construction would be over Semester 1 2009.

## 6. ONGOING ISSUES

The Chair noted that this was unstarred.

Rowan spoke to **Agenda Item 6.2 Volunteers** and asked whether Honorary Fellows, Adjuncts and Associates were covered by Workers' Compensation. OHS Officer said that they are not covered by Workers' Compensation, but UNE has insurance for them.

Daphne noted that **Agenda Item 9** was mistakenly copied from a previous agenda during the changeover of Committee secretary. These items were discussed at the February 2008 meeting.

Rowan asked whether OHS officer required written evidence of department-specific inductions. Daphne said that she didn't and that this item had been discussed at the previous meeting when she had discussed the need to customise the OHS site specific checklist (Form **4.30a**).

## **7. OTHER BUSINESS**

### **7.1 FLU VACCINATIONS**

John Kauter spoke to this Item. He noted that last year more than half of MPA staff were away with the flu and that the flu strain this year was predicted to be particularly virulent. He asked whether UNE would consider subsidizing flu vaccinations for staff. The Committee discussed whether staff could use the UNE medical clinic. Daphne is working with Finance to cost bulk purchase of flu vaccines. The Committee suggested that staff be asked about their levels of interest in being vaccinated before any commitment is made to buy bulk vaccinations. The Chair suggested that this be done through the Work Groups.

### **7.2 STAFF OVERTIME**

OHS Officer informed the Committee that CPSU used an authorised workplace entry (Chapter 3 OHS Act 2000) to enable an officer to obtain overtime records for staff at the Student Centre. OHS doesn't have access to these records, as it is a HR matter. The issue at the Student Centre is that staff are working high overtime hours numbers and there is concern for their workload when contract workers contracts are not renewed and staff are required to cover the workload.

## **8. NEXT MEETING**

The Chair noted the next meeting of the Occupational Health and Safety Strategic Committee is June 12 2008 at 9.30 a.m. in the Lamble Conference Room. The Chair also noted the dates of future meetings for 2008 are listed below.

[June 12 2008](#)

[August 14 2008](#)

[October 9 2008](#)

[December 11 2008](#)

OHS Officer advised the Committee that she will be absent for the next meeting.

**MEETING CLOSED AT 10:27 A.M.**