

HS635 – SoMS Level 3 Health & Safety Committee Meeting – MINUTES

Tuesday 29 June 2021 | 2:00pm - 3:00pm
Via TEAMS

Invitees:	<ol style="list-style-type: none"> 1. A/Prof. Cristan Herbert (Chair) 2. A/Prof. Rowena Bull (Dep. Chair) 3. Prof. Gary Velan (HoS, Acting) 4. Tracey Clay 5. Francesca Charlton 6. Sonia Isaacs 7. Andrew Keech 8. Michael Leong 9. Dean Lovett 10. Lawrence Lee 11. Shelly Lien 12. Sydney Liu Lau 	<ol style="list-style-type: none"> 13. Nancy Martin La Rotta 14. Tim Murphy 15. Rachael Papa 16. Dixie Papast 17. Belinda Parmenter 18. Cameron Reeley 19. Toshna Singh 20. Tom Sobey 21. Goran Strkalj 22. Shudi Tang 23. Prof. Nigel Turner
Apologies:	Michael Leong, Dean Lovett, Kristie Leavai, Cameron Reeley	
In attendance:	Leanne Stephenson, Brooke Thornberry (note taker)	

DISCUSSION ITEMS

1.	<p>Welcome and Apologies</p> <ul style="list-style-type: none"> • Welcome to the Committee. • Apologies as noted above. 	Chair
	<ul style="list-style-type: none"> • Changes to Committee <ul style="list-style-type: none"> - Kristie Leavai School Manager (Admin. rep), SoMS Welcome back and thank you to Dean Lovett as acting SM. - Jeff Hook L2E rep. (Replacing Miro Janco) - Shelly Lien L4SW rep. (W&CH). (Replacing Angelique Riepsamen) - Leanne Stephenson BMSF rep. (Replacing Sydney Liu Lau while on parental leave) - Nikol Herrera Vranova Team Leader, Lab. Operations Gross Anatomy Support Unit New to Committee (Officer of the Committee) - Belinda Parmenter Head of School School of Health Sciences New to Committee (While SoHS is established) - Dean Lovett School Manager (Admin. rep) School of Health Sciences New to Committee (While SoHS is established) 	
2.	<p>Approval of Minutes from the previous meeting (16 March 2021)</p> <ul style="list-style-type: none"> • Minutes of previous meeting accepted as a true record of the meeting. 	All

3.	Summary of Action items/matters arising from the previous meeting (16 March 2021)		
1. Section 6	<u>Workplace Inspections</u>	<ul style="list-style-type: none"> Re: Remove <i>Inspection, testing and monitoring</i>, as an agenda item for future agendas. <ul style="list-style-type: none"> - Item resolved. 	BT
2. Section 7	<u>WHS Training Update</u>	<ul style="list-style-type: none"> Re: Progress on completion of mandatory training (new hires) – CH to contact and remind new hires to please complete the sexual misconduct mandatory training. <ul style="list-style-type: none"> - Item resolved. 	CH
		<ul style="list-style-type: none"> H&S Committee reps, to raise <i>completing mandatory training</i>, at each Departmental meeting. <ul style="list-style-type: none"> - Item resolved. 	All
		<ul style="list-style-type: none"> Follow-up re: including WH&S items in the myCareer review documents. <ul style="list-style-type: none"> - Item remains open. <ul style="list-style-type: none"> - This has been tabled at Faculty Board meeting previously but yet to gain endorsement. TC to follow up with Medicine HR regarding linking WH&S / mandatory training courses into the myCareer documents. Discuss with Theresa McDonnell/Trudy Devitre for additional buy-in/support. 	TC
		<ul style="list-style-type: none"> Remind remaining Supervisors to please complete training ASAP. <ul style="list-style-type: none"> - Item resolved. 	CH
3. Section 8	<u>First aid, Emergency and Security Arrangements</u>	<ul style="list-style-type: none"> Re: More Wardens and First Aid Officers are required. Please advertise this at your Departmental meetings. If interested, please contact CH directly. <ul style="list-style-type: none"> - Item resolved. - Thank you to Tom Sobey who has assisted with finding additional personnel. 	All
4.	<p>Communication In and Out</p> <ul style="list-style-type: none"> Updates from Minutes from L1/L2 HS Committee <p><u>Meeting dates for L1/L2 H&S Committee</u></p> <ul style="list-style-type: none"> Level 1: 18/2, 20/5, 19/8, 22/6 Level 2 (Medicine & Health Faculty Board): 9/2, 6/4, 8/6, 10/8, 12/10, 7/12 <p>[Refer to Item 04a: Medicine and Health L3 Committee Report – May 2021 on OneDrive].</p> <p><u>Project Salus update</u></p> <ul style="list-style-type: none"> Release 1 of the new platform, WHS Monitor, was delivered on May 10, following months of planning and user testing. 		<p>Chair</p> <p>TC</p>

- Several key functions have been imported over into the new system (e.g., Incident & Hazard notification, Corrective Actions management) and users have noted improvements in tracking of corrective actions already.
- Training has been provided to nominated reps in Schools/Centre's. Approximately 10 incidents have been recorded in the new system to date and TC encourages All to keep using this and transitioning over.
- Schools have been asked to clean up their data in SafeSYS in the lead up to Release 2.
- There will likely be opportunity again to test out the system prior to release.
- FAQ here: <https://www.riskmanagement.unsw.edu.au/work-health-and-safety>

Hazards, Incidents, Inspection's reporting (MEDICINE)

- Captured for the period 1 January – 30 April 2021

	Number	% Closed
Hazards reported	10	100%
Incidents reported	14	78%
Workplace Inspection corrective Actions	21	95%

Workers Compensation

- One claim has been recorded since last Faculty Board meeting (an overuse injury from pipetting. CA's have been implemented for this activity).

Work Health Safety 2021 Plan

- The proposed 2021 plan was endorsed recently at the L1 Safety Committee (proviso that psychological safety added as a key objective). Updated plan will be presented to L3 WHS Committee shortly.

SafeWork NSW/WHS Compliance

- Bullying complaint at UNSW Canberra. The outcome is pending.
- Ankle and foot injury on a construction site (Contractor's foot run over by excavator).
- A visitor meeting onsite with EM, collapsed and stopped breathing. Despite efforts of UNSW staff and NSW ambulance, the person could not be revived.

Incidents in Medicine and Health

- A 96-well plate containing multiple wells positive for SARS CoV2 flipped over in an incubator. The lid was taped down, but PBS from outer wells spilled.
- Collection of blood from volunteers, by a SoMS researcher, took place inside a PC2 lab space. This space was not the approved location for this activity, as outlined on the HRE application or SWP. Since the breach, the CI has sent a report to RECS and corrective steps have been implemented.

Follow-up actions form Hydrothermal Autoclave incident:

- A Working Group (WG) has been formed since this incident occurred. Provisional improvement notices from SafeWork NSW have been addressed and are now closed.
- The WG has since made several recommendations (below) which are specific to hydrothermal autoclave use, but will apply across UNSW;
 - Maintenance records/certification for relevant equipment
 - Refine SWP structure and format,
 - Reinforce safety values and proactive behaviours,
 - Introduce minimum standards of PPE to enter labs,

- WHS Spot-checks of laboratories over the next few weeks. (TC is about halfway through conducting these spot-checks, with a view to completing these after-lockdown ceases).

Objectives for 2021

Although not endorsed by the Senior Leadership Team yet, Trudy Devitre has set three main goals for the year. These are:

- 1) Culture
 - Implement a positive due diligence program for UNSW Officers, with 100% compliance.
 - Achieve 97% completion rate in training (applies to new staff/hires and to existing staff).
 - Implement a 'Take 5' program. I.e., 5 minutes before commencing a shift, take the time to think how you are doing to work safely on that shift. (No further details of how this could be rolled out).
- 2) Systems and Tools
 - Deliver WHS monitor release 2 by year end
 - Revise updates policies and related procedures
 - Revise training content for mandatory courses
 - Revise reporting dashboard to support decision making
- 3) Continual Improvement - these initiatives will be identified based on updates to policies and procedures.

Training across UNSW

	New staff (target 97%)	All Staff (target 97%)
Total number	50	1623
% completed HSE Awareness	80 (89)	79 (67)
% completed HSE Ergonomics	80 (88)	76 (63)
% completed Responsible Employee	78 (89)	80 (69)
% completed SM&R	82 (85)	77 (65)

Completion of Mandatory Training

- Completion rates* of mandatory courses, Medicine staff are as follows;
 - HSE Awareness 84%
 - HSE Ergonomics 82%
 - Responsible Employee 85%
 - SM&R 82%

* % denoted is for all staff i.e., new hires and existing employees.

Notifications from workers/students about WHS issues/hazards

- Requirements of HDR students prior to commencing Laboratory / experimental work.
 - The importance of HDR students successfully completing mandatory training (including animal services/handling training) prior to commencing laboratory work was stressed.
 - Additionally, students need to be able to show competency when demonstrating specific laboratory techniques.
 - CH has an up-to-date list of current HDR students, which he can cross reference to ensure the necessary training has been performed.

5. Review of Hazards & Incidents Reported

Summary of any injuries/hazards reported for SoMS

Issue	Date	Responsible person	Issue Type	Primary Cat	Detail	Listed Corrective Action	Status
28138	6/05/2021	Natasha Kumar	Incident/Injury	Needlestick/ sharps	Student pierced palm of hand with a blade while trimming paraffin blocks in STAT lab.	instructed student to remember to always cut away from his body when using a scalpel blade.	Closed
28114	29/04/2021	Nikol Herrera Vranova	Incident/Injury	Slips, trips and falls	Student was attending laboratory class; felt dizzy & fainted. She fell forwards and received a bump to the left side of her forehead and small lacerations to the left ear.	No corrective action required.	Closed
28110	27/04/2021	Kerry-Anne Rye	Incident/Injury	Other	A researcher collected human blood inside a laboratory space that is registered and used as an animal holding facility. Butterfly catheters with dried blood were left in the open sharps disposal bin in inside the room.	The protocol will be reviewed by the Chief Investigator and all other investigators quarterly. No blood will be collected unless the Chief Investigator is aware that the procedure will be taking place everyone concern has reviewed the SWP.	Closed
28108	27/04/2021	Belinda Parmenter	Incident/Injury	Slips, trips and falls	Client was standing and talking to student whilst the student was putting away exercise equipment. Client likely lost footing and fell on to right side.	Ensuring exercise is completed in a clear space, but close to walls or bars for support. Ensure client is sitting and resting between each exercise. Ensure close supervision with all tasks completed in standing postures, near wall or handrails.	Closed
28068	12/04/2021	John Lock	Incident/Injury	Ergonomic	RSI caused by experiment involving lots of pipetting.	Revision of lab processes, provide ergonomic equipment, ergonomic pipette to be trialled.	In Progress

- **Issue 28138** – Now resolved. John is looking to eliminate 95% of pipetting process. (i.e., Investigating a machine to do the work).
- **Issue 28114** – Resolved. Nikol took the student to the GP. No reason identified for this incident.
- **Issue 28110** - This is being investigated quite thoroughly. Reiterated that Lowy Level 4 venepuncture room is the appropriate space to conduct this work.
- **Issue 28108** - Different technique for spotting has been implemented.
- TC mentioned that there are 4 more corrective actions from SoMS that have been recently reported. These will officially appear in time for the next meeting. That is;
 - Needlestick injury x2
 - A fainting in the Lab
 - Sharps injury from vibratome, cause has not yet been determined.

Any injuries resulting in Workers Comp claims or time off work

- 1 claim has been recorded since the last L3 meeting held in March.

Progress on closing Corrective Actions from online reporting system

- 4 corrective actions open (as above)

Issue #	Responsible person	Type	Date	Additional Details	Hierarchy of Controls	Date Due
28068	John Lock	Incident/Injury	29/03/21	Repetitive strain	Substitute	4/06/21
28068	John Lock	Incident/Injury	29/03/21	Repetitive strain	Eliminate	14/06/21
28068	John Lock	Incident/Injury	29/03/21	Repetitive strain	Substitute	21/06/21
HAZ-30	Tom Sobey	Hazard Report		Light strip hanging down; Lowy3		14/05/21

6. Workplace Inspections

Update regarding schedule for SoMS Inspections in 2021

- *[Refer to OneDrive - \UNSWSoMS Health & Safety Committee - Documents\Workplace inspections **Schedule Workplace inspections - 2021 - v1.0***
- 1 of 24 inspections areas are now complete.

Chair/
Working
Group
Reps

Chair/
Lab
Managers

	<ul style="list-style-type: none"> Progress not is not ideal, and really need to have all areas completed by year end, but cognisant that lockdown has not helped. 																
7.	<p>WHS Training Update</p> <p><u>Progress on new workers and all Staff who have completed mandatory WHS training</u></p> <ul style="list-style-type: none"> [Refer to Item 07: MED training report on OneDrive] Completion of mandatory training by SoMS staff is as follows: <table border="1"> <thead> <tr> <th></th> <th>New Hires (10 new hires)</th> <th>All Staff (172 staff)</th> </tr> </thead> <tbody> <tr> <td>HSE Awareness</td> <td>80%</td> <td>98%</td> </tr> <tr> <td>HSE Ergonomics</td> <td>80%</td> <td>98%</td> </tr> <tr> <td>Resp. Employee</td> <td>100%</td> <td>98%</td> </tr> <tr> <td>Sexual Misconduct Awareness</td> <td>100%</td> <td>97%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> CH has contacted the following individuals, who are yet to complete the fowling courses; <ul style="list-style-type: none"> HSE Awareness: Julie Brown, Varun Sahni, Varsha Balraj, Sanjay Joshi HSE Ergonomics: Julie Brown, Varun Sahni, Varsha Balraj, Sanjay Joshi Resp. Employee: Chris Goodnow, Julie Brown, Varsha Balraj Sexual misconduct awareness: Chris Goodnow, Julie Brown, Bruce Dyer, John Redmond, Varsha Balraj <p><u>Progress on completion of “Supervisor’s training” (Completion rate currently @ 74.5%)</u></p> <ul style="list-style-type: none"> Supervisor Training incomplete (<i>online course</i>) <ul style="list-style-type: none"> Carole Renouf*, Christopher Goodnow, Felicity Forsyth*, Heather McCann*, Jesse Goyette, Joseph Powell, Kate Johnston*, Martin Weber, Michael Cartwright*, Nancy Campisi*, Prad Somaiya*, Siobhan Schabrun*, Yann Gambin. Laboratory Supervisor Training incomplete <ul style="list-style-type: none"> Carole Renouf*, Christopher Goodnow, Felicity Forsyth*, Heather McCann*, Joseph Powell, Julie Brown, Kate Johnston*, Michael Cartwright*, Nancy Campisi*, Omid Reza Faridani, Prad Somaiya*, Sacha Stelzer-Braid, Siobhan Schabrun* Note: * denotes “Internal contractor”; completion is 90.1% without internal contractors. <p><u>Other training needs</u></p> <ul style="list-style-type: none"> Nil at this time. 		New Hires (10 new hires)	All Staff (172 staff)	HSE Awareness	80%	98%	HSE Ergonomics	80%	98%	Resp. Employee	100%	98%	Sexual Misconduct Awareness	100%	97%	Chair/TC Working Group Reps.
	New Hires (10 new hires)	All Staff (172 staff)															
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Resp. Employee	100%	98%															
Sexual Misconduct Awareness	100%	97%															
8.	<p>First aid, Emergency and Security Arrangements</p> <p><u>Review availability of First Aid Officers/Floor Wardens in SoMS</u></p> <ul style="list-style-type: none"> Reminder to All that there is a reduction in First Aid Officers on campus during lockdown. Please contact Security if needed (all have First Aid Training) A/Prof. Till Böcking has stepped down as First Aid Officer for LL3 (SMSL). Yann and Maté have both expressed interest in assisting in this role. 	Chair															
9.	<p>Changes to Workplace</p> <p><u>Safe Return to Campus</u></p> <p>During the period of the stay-at-home order, staff and research students may only attend UNSW to complete time-critical experimental work or tend to experimental animals, but they must wear masks throughout and keep their time on campus to an absolute minimum.</p> <p>Stay at home orders apply to <u>greater Sydney until 11:59pm on Friday 9th July 2021.</u></p>	Working Group Reps.															

	<ul style="list-style-type: none"> • Stay at home unless for an essential reason i.e. • Shopping for food or other essential goods and services • Medical care or compassionate needs (people can leave home to have a COVID-19 vaccination unless you have been identified as a close contact) • Exercise outdoors in groups of 10 or fewer • Essential work, or education, where you cannot work or study from home <p>Anyone attending UNSW campus must:</p> <ul style="list-style-type: none"> • Have an essential reason to be on campus • Wear a mask while on campus • Maintain 1.5 m physical distancing • Maintain good hand hygiene • Adhere to 1 person per 4m² rule (e.g. in offices) • Use QR codes and/or swipe card when entering buildings/rooms <p><u>Any health & safety issues due to planned/current refurbishments?</u></p> <ul style="list-style-type: none"> • Nikol has liaised with Tracey about this already and advised that a new fridge is due to be placed in the Mortuary. It is not yet commissioned (likely due by end of September/October). <p><u>Legislation Updates</u></p> <ul style="list-style-type: none"> • New code of practice for managing psycho-social safety at work. This will be a major reference document for UNSW. Tracey will circulate a link to All shortly. 	
10.	<p>Environmental Matters</p> <ul style="list-style-type: none"> • Recent evacuation of the Lowy, due to a brownie in the microwave (22/6/21) • Wallace Wurth Evacuation planned for Tuesday 6th July. This will be postponed TFN. 	All
11.	<p>New business/Business without notice</p> <ul style="list-style-type: none"> • Reminder - Please encourage ALL staff to review and update SWP's and transfer to ACLS. • All SoMS staff who supervise HDR students need to ensure that HDR students document completion of all necessary training and safe work procedures for the safe conduct of research prior to commencing such research. • SoMS needs to review the current arrangements related to PhD students accessing animal facilities, when conducting research. • Adam Janssen will be leaving UNSW at the end of the week (taken VR). Theresa McDonnell has been appointed to the role of Senior Manager, Safety & injury Management from next week (July 5, 2021). 	All
12.	<p>Future meeting dates</p> <ul style="list-style-type: none"> • Meeting 3 – AUGUST – Tuesday, 24 August 2021 at 2pm (via TEAMS) • Meeting 4 – NOVEMBER – Tuesday, 9 November 2021 at 2pm (via TEAMS) 	

SUMMARY OF ACTION ITEMS

1.	Section 7	<u>WHS Training Update</u> <i>(carried over from 16/03/21 meeting)</i>	<ul style="list-style-type: none">Follow-up re: including WH&S items in the myCareer review documents.	TC
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