1. Report from Level 1 Health and Safety Committee
   • There is now a map of all defibrillators on campus. The nearest to AGSM is in the Lowy reception. A register of all defibrillators will be kept by UNSW Health and Safety and they will ensure that units’ battery and pad replacement occur according to a set schedule. More defibrillators will be purchased and distributed around campus. There will be a recommended model if local areas want to purchase their own. The UNSW first aid training course includes demonstration on the use of a defibrillator. However, technically no training should be necessary to use a defibrillator as they have full speaking instructions.
   • The campus will become completely smoke-free from 31st May. Signage will be updated and the 6 designated smoking areas will be removed.

2. Taskforce inspections
   • The taskforce inspections in 2014 will focus on some new key topics; these include immunisations, labelling and recording keeping of GMO’s. Prof Campbell commented that radiation may also need to be included as a focus topic for the taskforce.
   • Prof Gunning explained that clarification was received from the OGTR that labelling of all GMOs is only necessary if a lab seeks to segregate GMO from non-GMO.

3. UNSW Medicine Health and Safety Report
   Prof Campbell and Ms Farrell discussed the report (attached):
   • Areas where biological safety cabinets (BSC) are used are reminded of the risks of people getting splashed through the opening.
   • As part of the change in direction for UNSW Health and Safety being under new management the university will be conducting a cost-benefit analysis on the WorkCover self-insurance licence. It will be a year before the outcome is known.
   • UNSW Health and Safety Administrator will have more time to assist schools with health and safety management reports now that the RECS unit are taking over IBC and Radiation committee functions.
   • Congratulations to the three staff from School of Women & Children’s Health who were nominated for the UNSW Excellence in Work Health and Safety award for their contribution to safety culture in their school.
   • There will be two new systems rolled out in the faculty in 2014. SciQuest ERM for hazardous substances inventory and SafeSys for document management.
   • Prof Hawkins expressed concern that in order to benefit from the SciQuest ERM system the schools have to pay for the associated hardware, which was not covered in the project costs. This will cost School of Medical Sciences about $10,000 to purchase scanners and printers.
• There is now a target of 100% for completion of the two mandatory online health and safety training courses (awareness training and ergonomics training) by new starters. Medicine faculty is currently at 85% completion.

• For the first time ever needle-sticks/sharps injuries are not the highest cause of incidents in the faculty. There has been a considerable reduction (40%) of incidents reported in the last year. The taskforce inspections focused heavily on needle-sticks/sharps during the 2013 inspections.

• Slips, trips, falls are now the highest number of incidents in the faculty. UNSW Health and Safety and Facilities Management will be working with each area on a project called “Safety Black Spot” to identify slip, trip, fall hazards and address these in accordance with their risk rating.

• School of Medicine Science, Prince of Wales, Kirby and SWS Clinical School have been reporting lots of workplace inspections; this is a positive indication of pro-active health and safety management.

• AIHI, CPHC and St George Clinical School are under the target of 80% close-off of corrective actions. Overall the faculty is at a 93% close-off rate.

4. **Next UNSW Medicine Executive meeting as Health and Safety committee**
   - 20th May 2014
   - 15th July 2014
   - 18th November 2014