UNSW Medicine Level 2  
Health and Safety Committee Minutes  
Date: 18 November 2014  
Venue: Colonial Bank, AGSM

Attendees
Professor Terry Campbell; Jo-Anne Tee; Professor Phil Jones; Professor Raina MacIntyre; Professor Philip Mitchell; Professor Michael Farrell; Professor Denis Wakefield; Professor John Hunt; Professor Adam Jaffe; Professor Jeremy Wilson; Professor Mark Harris; Professor Allan Spigelman; Assoc Professor Gawaine Powell Davies; Trish O’Brien

Apologies
Professor Peter Smith; Professor David Cooper; Professor Nick Hawkins (proxy John Hunt); Professor Nick Zwar; Professor William (Bill) Ledger; Professor Michael Grimm; Professor Kerry-Ann Rye; Professor Peter Gunning; Dr Leslie Forster; Assoc Professor Glenda Lawrence

In attendance
Ms Blathnaid Farrell, Medicine, Health and Safety Coordinator

1. Report from Level 1 Health and Safety Committee (30 July 2014)
   - International SOS, the new travel risk management company, has provided assistance to 9 UNSW travellers who encountered medical issues whilst overseas in the first 3 months of their engagement.
   - Since the new Smoke Free Policy was implemented the number of UNSW staff and students now smoking on the streets and footpaths surrounding Kensington campus has increased. A resident in the area has formally complained and UNSW are working with Randwick City Council to find a solution.

2. UNSW Medicine Health and Safety Report
   Prof Campbell and Ms Farrell discussed the report (attached):
   - There were two WorkCover-reportable incidents since the last meeting. One mentioned in the report related to HIV fine needle aspirate spray in face, WorkCover did not attend. The second occurred last week (post-report) when a contractor was injured while replacing an autoclave. WorkCover attended site to carry out an initial investigation. The contracting company are also investigating and have revised their approach to removing and delivering the items. This is a timely reminder to ensure that all areas follow HS801 Contractor Safety Management Guideline.
   - A manual handling incident has resulted in the injured person being off work for a significant period.
   - Student incidents while on placements have highlighted that students were not familiar with how to report incidents using the formal myUNSW reporting system. Changes are being made to ensure students are informed of the process.
   - Prince of Wales Clinical School achieved 95% in their third-party health and safety audit.
   - During taskforce inspections mercury thermometers are still being found, they should no longer be used in the laboratories. Areas must ensure that these are disposed of as chemical waste and replaced with alternatives.
   - During taskforce inspections loose sharps were found in drawers, they should be contained to prevent accidental injury while retrieving items from the drawer.
   - SciQuest and SafeSys were both rolled out to the Faculty in 2014 all areas have been very busy implementing these two new systems.
   - The rate of completion of online health and safety training for new staff is 83%; this is below the target of 100%.
   - The number of incidents reported so far is 65 (in comparison to 57 this time last year).
• The Kirby Institute had a significant increase from last year; workers are now more inclined to use the UNSW reporting system, rather than St Vincent's. 3 incidents were directly related to the move to Kensington campus.
• Needle-stick/sharps incidents are rising again at 14. Of these, 6 were related to students and 8 related to staff. Working with glass items accounted for 3 of the incidents.
• The number of slips/trips/falls incidents has reduced in comparison to this time last year. During the year a Safety Black Spot project focused on this hazard and Facilities Management were helpful in addressing known slip/trip/fall locations.
• The number of hazards identified in workplace inspections were 190 (up from 152 last year). School of Medical Sciences completed a large number of inspections this year since the new Wallace Wurth opened, with 81 identified hazards.
• Chemical hazards have continued to be the highest trend in hazards identified, this generally relates to poor labelling, poor segregation and poor bunding.
• The rate of close-off of corrective actions is 92%; this is above the 80% target. The only school not reaching the target is South West Sydney Clinical School.

3. **Next UNSW Medicine Executive meetings as Health and Safety committee**
   - 17 February 2015
   - 19 May 2015 (to be confirmed)
   - 21 July 2015
   - 17 November 2015