Date: 20 May 2014  Venue: Hugh Dixon Theatre, AGSM

Attendees

Dean’s Office
Professor Peter Smith; Professor Terry Campbell; Jo-Anne Tee; Professor Phil Jones; Professor Peter Gunning; Glenda Lawrence

Heads of Schools/Institute Directors
Professor Nick Hawkins; Professor Michael Chapman; Professor Michael Grimm; Professor Raina MacIntyre; Professor Jeremy Wilson; Professor Colleen Loo (representing Prof Mitchell); Professor David Cooper; Professor Mark Harris; Professor Kerry-Ann Rye; Professor Johanna Westbrook (representing Prof Braithwaite); Professor William (Bill) Ledger

Apologies
Professor Allan Spigelman; Professor Nick Zwar; Professor Denis Wakefield; Professor Robyn Ward; Dr Lesley Forster; Professor Michael Farrell; Professor Philip Mitchell; Professor Jeffrey Braithwaite; Professor Adam Jaffe

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

1. Apology was received from Aaron Magner, Director UNSW Safety and Sustainability, who was going to attend.

2. Report from Level 1 Health and Safety Committee
   - UNSW campus will be smoke free from 31st May.
   - There is a defibrillator roll-out plan with a map of all defibrillators on campus. Two were used, one successful and the other unable to revive the victim. Two were recently purchased for the faculty. One for AGSM building and another for Samuels building. Face-to-face training was provided for the recent Medicine AED’s and online training offered, however they are designed so that anyone can use them.
   - Workers compensation claims are down by 44% from 2012.
   - Security incidents are down by between 25 – 73% (depending on nature of the incident).

3. UNSW Medicine Health and Safety Report
   Prof Campbell and Ms Farrell discussed the report (attached):
   - Online training completion is at 56-60%, this is below the 100% target. The transition from BlackBoard to Moodle has had some bugs with capturing individual’s completion status.
   - The number of hazards reported is similar to the same time period last year. The number of incidents has increased slightly. There has been an increase in needle-stick/sharps incidents mainly caused by glassware in laboratories.
   - The number of workplace inspection hazards has increased significantly since the same period last year.
   - The corrective action close-off rate is overall 92%.

4. Taskforce inspections
   - Taskforce inspections may be unannounced this year.
   - A protocol on the taskforce inspection is being drafted and will be circulated in the near future.

5. Health and Safety Strategic Plan
   - It was planned to have the health and safety strategic plan imbedded into the overall faculty strategic plan. Since the faculty plan has been on hold it was decided the health and safety strategic plan will be a stand-alone document until a faculty plan is formalised. The group ratified the stand-alone Medicine Health and Safety Strategic Plan 2013 - 2018.
6. **New business**
   - Prof Hawkins raised concern about the Building Management System (BMS). It is not working correctly in Wallace Wurth and other areas across campus. A security guard has had to be employed in Wallace Wurth to monitor fridges and freezers after-hours because the BMS cannot be relied upon to alarm if there is a system failure.
   - Prof MacIntyre raised concern that access flagstones were recently removed from the Botany Street car park area. Individuals are now walking through the plants to exit/enter the car park. *Post meeting note: FM explained that the flagstones were removed in response to an incident where an individual tripped; it was assessed that this was not a safe route and instead the marked pedestrian walkways are to be used.*

7. **Next UNSW Medicine Executive meetings as Health and Safety committee**
   - 15<sup>th</sup> July 2014
   - 18<sup>th</sup> November 2014