

UNIVERSITY HEALTH AND SAFETY POLICY COMMITTEE

Subject	Meeting for Quarter 4 – 2024
To	UHSPC Members
Date, time	Tuesday 4 March 2025, 9:30am
Venue	Mt Helen T103 and MS Teams

1. Attendance and Apologies

Members					
Name	Present	Apology	Name	Present	Apology
Paul Oppenheimer (Chair and Chief Safety Officer)	✓				
Megan Tucker (G&S, VCO management)	✓		Gemma Dalton (CCGR, G&S, VCO employees)		✓
Tara Hanlon (COO management)	✓		Jo Fiorenza (COO employees)	✓	
Samantha Bartlett (CLXO management)	✓		Talia Klein (CLXO employees)	✓	
Carolyn Chong (G&E management)	✓		Geoff Barnett (Global & Engagement employees)	✓	
Iven Mareels (Innovation and IISS management)	✓		Vacant (Innovation and IISS employees)		
Remco Polman (Research and IHW management)	✓		Vacant (Research and IHW employees)		
Birgit Loch (Learning and Teaching Quality and IEAC management)	✓		Julie Sharp (Learning & Teaching Quality and IEAC employees)		✓
Darren Gray (TAFE management)	✓		Justin Neal (TAFE employees)	✓	
John Blair (CFO management)	✓		Pam McKee (CFO employees)	✓	
Invited Representatives					
Vacant (Higher Ed students)			Vacant (TAFE students)		
Leah Handford (People and Culture)	✓		Beck Lake (Risk Management)	✓	
Anandh Ravi (Project and Asset Services)	✓		Jenna Robertson (minutes-taking)	✓	

2. Confirmation of Minutes of the Previous Meeting

The minutes of the Q3-2024 meeting held on Tuesday 12 November 2024 were confirmed by Leah Handford.

3. Business Arising

3.1. TAFE OHS Action Plan

How the TAFE Action Plan could form the basis for OHS Action Registers in other portfolios. Leah agreed to send out the TAFE action plan for all members to review and implement into their areas of responsibility.

Action: UHSPC Members

3.2. Future Fed

By the end of August 2024, UHSPC members were to identify gaps in key OHS roles within their portfolio and inform People & Culture via Workday (Create Help Case). P&C will coordinate a response. Leah reported that there are still quite a few gaps in the OHS roles after Future Fed and agreed to identify and list those outstanding send out to the members of the UHSPC. Communications to newly appointed individuals about their obligations and support material are also to be sent out. It was agreed that this would be closed out in 2 weeks.

Action: UHSPC Management Representatives

3.3 Cancellation of H&S-related PULSE Requests

Discuss reported cancellation of PULSE requests with D Moloney and advise Jeff Pulford. There are PULSE requests that were being closed or cancelled without feedback being provided. Anandh agreed to follow up and provide feedback by the end of March.

Action: J Pulford

3.4 Sharp Injuries

Actions within IHW to address continuing high numbers of sharps injuries – whether problems lie on-campus or practical placement. Remco and Laurie to undertake an investigation into the causal factors of sharps injuries and provide recommendations. The results and action plan will be reported back to Remco and the group by the next meeting.

Action: R Polman

3.5 Practical and Co-op Placements

The need for host organisations to meet their reporting obligations in case of injury or ill-health of students during Practical Placements, and whether students on Co-op Placements are considered to be employees of host organisations in relation to the OHS duties of employers was discussed. Further discussed was the need to ensure students are placed in external environments are not put in unsafe spaces. It was emphasised the importance of understanding legal obligations and having appropriate safety practices in place. Laurie mentioned that there are many case studies where things have gone wrong, emphasising the need for thorough risk assessments and safety practices before placing students in external environments. John mentioned the need to review our insurance policies to ensure we are covered on all angles.

Action: I Mareels / P Oppenheimer / B Morris / L Handford / J Blair

3.6 Wellbeing Award

Tara wanted to ensure that we are driving the right change in relation to the Wellbeing award and that we are focussed on consistency across the university. Tara asked for everyone's feedback in terms of a recognition piece. Sam discussed the need for a campaign around the award and to be clear on the why. Sam also suggested it be added as a new category in the Vice-Chancellor awards. Tara to include in new People Plan and report back.

Action: T Hanlon

3.7 Position Description and Workload Allocation

Leah has provided Iven with the information around HSR representation and IISS will have an election in the coming weeks for the IISS HSR role.

Closed

3.8 Committee Membership

Establish an employee representative for IISS and IHW.
IISS and IHW are in the process of nominating a new HSR.

Action: I Mareels / R Polman

3.9 Incidents on/off campus

Whether students are feeling safe on campus as a result of incidents that are happening off campus and how we review those incidents. Leah confirmed incidents are managed under Safer Campuses and suggested that a report could be provided to this committee for awareness. Paul suggested a standing agenda item, so this committee is aware and clear that they are being dealt with. Sam suggested reviewing the minutes of Safer Campuses and flagging item that need to be talked about. It was agreed that a standing agenda item will be added and minutes to be provided from Safer Campuses. Iven reported PhD students were still feeling unsafe while catching the bus as they still have to walk through the area. Sam mentioned the risk of people getting on the bus off campus but arriving on campus.

Leah to review the approach with Laurie to understand the best way to manage this from a campus perspective.

Action: L Handford

3.10 Psychosocial HIRACs

Due at the end of August 2024, not all completed
Jo reported that there are 4 outstanding Psychosocial HIRACs and has asked for the completion of them. Iven mentioned the need for training and Jo offered to come and speak to Iven's team. Paul asked that whoever needs help to reach out to Leah in the next week to organise.

Action: J Fiorenza

4. Reports and Submissions

4.1. Portfolio Health and Safety Coordinating Team Reports

4.1.1. Chief Financial Office / Chief Operating Office

The "Summary Table of Health and Safety Planning, Meeting and Reporting Activities" for Q4, 2024 was noted.

4.1.2. Chief Learner Experience Office

The updated "Summary Table of Health and Safety Planning, Meeting and Reporting Activities" for Q4, 2024 was noted.

4.1.3. Global and Engagement

The “Summary Table of Health and Safety Planning, Meeting and Reporting Activities” for Q4, 2024 was noted.

4.1.4. Institute of Education, Arts and Community

The “Summary Table of Health and Safety Planning, Meeting and Reporting Activities” for Q4, 2024 was noted.

4.1.5. Institute of Health and Wellbeing

The “Summary Table of Health and Safety Planning, Meeting and Reporting Activities” for Q4, 2024 was not submitted.

4.1.6. Institute of Innovation, Science and Sustainability

The “Summary Table of Health and Safety Planning, Meeting and Reporting Activities” for Q4, 2024 was noted.

Iven praised the Property and Infrastructure team in the rectification of showers in the Laboratories.

4.1.7. TAFE

The updated “Summary Table of Health and Safety Planning, Meeting and Reporting Activities” for Q4, 2024 was noted.

Darren raised the issue of health and safety representative (HSR) training. Leah encouraged every HSR across the University to undertake training to support the University in that role effectively. Leah asked members to speak to their teams and get HSRs to reach out so that training can be coordinated by end of March.

Action: UHSPC Members

4.1.8 Strategy / VCO / CCGR

The “Summary Table of Health and Safety Planning, Meeting and Reporting Activities” for Q4, 2024 was noted.

Megan raised the lack of awareness on how and where to report incidents and suggested more communication to increase knowledge. Paul suggested that this be included in the university OHS action plan. Hazard/Near Miss awareness piece to be included in the University OHS Action Plan.

Action: L Handford

4.2. PULSE Requests Data Report

It was agreed for future meetings, the PULSE report is to be included as an appendix but verbally reported will be themes presenting in the data and how quickly P&I are closing out OHS related corrective actions.

Action: J Pulford

4.3. Incident Reporting Data

Overall there has been a reduction this year, predominately related to staff and contractor injuries but an increase in student injuries, particularly related to medical sharps where the acceleration is slowing.

4.4. WorkCover Claim Data

The WorkCover and Wellbeing report was noted. There was a significant reduction in the number of claims last year, less than half of the previous year. This is in large part due to the success of early interventions. Uptake of the Employee Assistance Program remains consistent, and in line with other universities.

5. Other Business

5.1. Defibrillator Maintenance

Emergency response equipment maintenance. Sam raised the issue of the CLXO team being asked to maintain the defibrillators in their area. It was confirmed that Leah is working with a supplier of defibrillators to upgrade them across the university, so they automatically notify of any maintenance needed. Leah mentioned the maintaining of First Aid kits and Paul agreed to have a plan in place by the end of March.

Action: P Oppenheimer

5.2. UHSPC Terms of Reference review

Reviewing the Terms of Reference to ensure it is current. Leah raised the Terms of Reference for review and for members to provide feedback to Leah in the next 2 weeks. Leah will then draft a proposal and bring it back to the next meeting.

University Health and Safety Policy Committee (UHSPC)

Action: All UHSPC members

5.3. Review of PHSCT structure

Leah advised that there are DWG/HSITs that don't know who they're reporting to or how they need to be formed. UHSPC members to review the health and safety teams under and provide that information to Leah in the next 2 weeks.

Action: All UHSPC members

5.4. Laurie Medlock – BWC consultants

Laurie provided feedback on the meeting, noting that the university has shown a commitment to uplifting health and safety, with an emphasis on the importance of a good safety culture as an integral component of overall culture. The focus is shifting from lagging indicators to measures that drive future behaviours, highlighting the importance of activities that fosters a positive culture. Laurie advised that the committee should align closely with its title, focusing on strategic health and safety policies and implementing standardised organisational approaches to health and safety matters. The importance of having the senior management representation in meetings was also noted, with appreciation for the participation of VC senior team members.

6. Next Meeting (Quarter 1 – 2025)

The next meeting will be held on Tuesday 13 May 2025.