

MINUTES GATTON CAMPUS RISK & COMPLIANCE MEETING

MEETING DATE:	Thursday, 22 March 2018	MEETING TIME:	10.30am – 12.00pm
VENUE:	Room 205, NW Briton Building, Gatton Campus	MEETING NUMBER:	2/2018
CHAIR:	Janelle Zahmel	MINUTES SECRETARY:	Theresa Seru

ATTENDEES:	Janelle Zahmel, John Swift, Milou Dekkers, Helle Bielefeldt-Ohmann, Myat Kyaw-Tanner, Sarah Bundy, Peter Greenwood, Steven Soderquist, David Peebles, Sarah O'Brien, Aiden Cattle, Mark Bauer, Simon Scott, Phil Goodwin, Cheryl Brugman, Mitchell Coyle, David Pilon, Libby Humphries, Greg Brown, Gerard Ross, Mark Pace.
APOLOGIES:	Daryl Mears

AGENDA ITEMS:

1. WELCOME AND APOLOGIES

The Chair opened the meeting at 10:35am and welcomed members.

2. CONFIRMATION OF MINUTES

The minutes of the meeting of 22 February 2018 having been circulated were taken as a true and correct record of the meeting, with adjustments noted by Theresa S relating to section 4.4 Approval and Purchase of Drugs.

3. BUSINESS ARISING

ITEM	TOPIC/DISCUSSION	DECISION/ACTION	PERSON/S	DATE
3.1	AMENDED TERMS OF REFERENCE & MEMBERSHIP			
	The Chair thanked the members for expressing their support for the campus committee. The updated Terms of Reference/Membership document was submitted to the Executive Committee and then circulated to the Risk and Compliance committee.	Completed	JZ/SC	March
3.2	FIRE SAFETY ON CAMPUS			
	It was discussed that since the Ambulance services had access to the UQSafeZone app, the Fire brigade should also have the same to be able to effectively locate buildings and places on campus. The local Fire brigade had visited the campus for familiarisation of the new panels and they checked buildings for flammable cladding. Two buildings # 8114 SVS and 8248 Library Warehouse were found to contain the cladding. David also advised that the Fire Safety training schedule has yet to be confirmed for Gatton.	Follow up with Gary Tyler (UQ Security) regarding improved communication between UQ Security and the local Fire brigade via the UQSafe Zone app.	DP/GB	April
3.3	EMERGENCY POWER ON CAMPUS			
	Peter G, P&F advised that the diesel stored on site can be used to power up generators located around the campus with the capacity to be topped up where required.	Completed	JZ/PG	March
3.4	UQ SPORT LEGAL ADVICE			
	Paul has yet to receive advice from the HSW Division. The risk of vicarious liability has always been part of the WH&S Act. However, the "Industrial Manslaughter" offence was	Completed	TS	March

recently introduced but only applies to senior officers/executives in the organisation.				
3.5	LAWES CLUB FLOORING			
The Bar Manager, UQ Union, had advised that the floors were installed by P&F and that he would inform staff to keep the floors dry, where possible during opening hours. The P&F project manager for the refurbishment stated that the floor tiles were slip resistant and of a hotel grade. Cleaning instructions were provided.		Follow up with UQ Union to verify if the cleaning process is improving conditions.	TS	April
4	ITEMS FOR DISCUSSION			
4.1	STORAGE SPACE			
<p>The chair highlighted the need for all parties to review and assess items left in storage on campus. There has been instances where chemicals and equipment have been left unclaimed and unidentified which creates unnecessary problems for others.</p> <p>The Sir Lesley Wilson Hall is an example of a building which is used to store old furniture and other items.</p> <p>Theresa also highlighted that certain areas which were not meant for storage is being used. Such as the loft-like area at the Dairy Research unit bldg. 8154 which does not have any infrastructure for access or fall protection but is being used for storage. The relevant party has been notified via the OHS inspection report and advised to review the access and fall protection requirements or cease using the area for storage.</p>		All members to be aware of safe storage of items within their School/Unit.	All members	Ongoing
4.2	CARDBOARD SHREDDING PROJECT			
The chair raised the concern with the cardboard shredding project in bldg. 8151 where machines are covered in dust. It appears that the local extraction fans are ineffective. John Swift advised that the SAFs project has been completed and was offered to SVS as part of a handover process. Mark Pace informed the committee that the shredders were in operation that morning and reported that the activity was generating high noise levels.		Investigate and review the overall shredding activity and assess the level of risks relating to dust and noise exposure.	Gerard Ross, John Swift and Myat Kyaw-Tanner	April
4.3	CAMPUS ROAD SAFETY AWARENESS			
<p>Reports received of speeding on campus, UQ Security tracked down the particular vehicle and reminded the driver of speed rules on campus.</p> <p>Neil D, Marketing and Theresa have organised awareness information via different forums. The awareness resources focuses on observing speed limits on campus, no mobile phones and driving and reminding cyclists to wear a helmet at all times when cycling.</p> <p>The chair reminded everyone to be particularly mindful of these requirements, including the wearing of seat belts when driving on campus.</p>		Follow up of signage at the Small animal hospital road.	Myat Kyaw-Tanner	April

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5	MEMBERS REPORTS			
Biosecurity Advisory Committee Report				
Helle reported that the committee has not met again since the meeting held in February 2018. The actions from the last meeting relating to the Livestock Production Assurance and the chicken experiments at QASP are still outstanding.				
Biosafety Report				
Myat Kyaw-Tanner advised that the Biosafety Annual Update is being organised for Gatton.				
SVS – MYAT KYAW-TANNER				
SVS had a total of 7 incidents: 2 x dog bites/contacts with dog teeth, causing graze and bruising 2 x horses (when a student was practicing picking up a horse’s foot; 1 staff during routine semen collection) 1 x student with a crush gate off-campus at Dayboro 1 x sharp Student became unwell in Piggery				
HSWD – GERARD ROSS				
Field trip module is now live in the UQSafe-Risk Database. Contact for the module is Amanda Jones.				
SAFS – JOHN SWIFT				
1 horse kick incident 1 Hazard report at the Crop Research Unit, speed humps and signage required.				
CSIRO – STEPHEN SODERQUIST				
Tree branch fell into the Agricultural Chemical Facility, working with Steve Barakin to resolve this.				
LIBRARY - AIDAN CATTLE				
Library online queries: hoax student query received which was followed by Police investigation. Origin of query could not be traced. UQ reviewing service agreement with Oracle.				
UQ SPORT – SARAH BUNDY				
1 injury from triathlon. Paul Clayton has resigned and joined QUT.				
G-VEC – MARK PACE				
1 Vehicle incident – hired car was hit by a kangaroo in FNQ. The chair emphasised the need to consider the use of the car when staff are away over the weekend. Having the discussion beforehand about what is reasonable use of the vehicle as it is not specifically stated in the UQ PPL.				
EQUINE – MITCHELL COYLE				
No incidents apart from the school related incidents. The chair queried the recent incident involving a staff member whose teeth were broken by a swinging gate that hit her mouth as a foal tried to barge through. Mitch reported that the staff member has since had dental treatment and left UQ. This incident also raises the issue relating to the need to ensure supervision of international students, with limited animal handling experience, when working on trials with academics.				
FARMS – MARK BAUER				
2 staff on restricted light duties being managed through WIM – 1 shoulder - RSI and 1 back injury OHS Annual audit completed for the Dairy and Cropping units 1 OHS minor works request to be submitted for installation of drainage and solids pit at the Dairy.				

HALLS – SIMON SCOTT	
1 Incident involving contractors on mowers which was reported to Steve Barakin and is resolved.	
P&F WHSC – GREG BROWN	
3 incidents from P&F Cleaning: 2 Wasp Stings, 1 striking against an object	
ODGC OHS – THERESA SERU	
2 day Heart Health Checks completed. 1 day of checks to be repeated due to faulty equipment. OHS Training for Managers and Supervisors in Gatton is scheduled for April and June.	
	INFORMATION/FOR NOTING
7.	OTHER BUSINESS
David Pilon – Mandatory Data Breach Notification	
All Data breaches are to be reported to ITS. For instance missing laptop that contains confidential student information must be reported to ITS due to the high risk of identity theft.	
Mark Pace – Working from Home Arrangements	
Clarification sought by MP regarding the procedures and expectations for staff and supervisors. The chair advised that a formal arrangement should be in place through HR before any OHS provisions are made. There are different requirements for occasional working from home to a formal Working from Home arrangement.	
Gerard Ross – Chemical Bund Wall Re-design, UQ Sport	
Action: Sarah Bundy to raise archibus request for the re-design of the bund walls on the road next to the pool.	
Peter Greenwood – Campus Beautification Project	
Central walkway landscaping and upgrading to meet disability requirements with improved pathways and shade. Gerard Ross advised the possibility to apply for OHS minor works for the pavers as it has been a trip hazard over the years.	
Action: Janelle and Theresa to investigate OHS minor works request for the removal of existing pavers.	
ACKNOWLEDGEMENT – GERARD ROSS	
On behalf of the Risk and Compliance Committee, the chair thanked Gerard Ross for his contribution, assistance and advice for many years to the committee and to Gatton Campus.	

8. NEXT MEETING

MEETING DATE:	Thursday, 26 April 2018	MEETING TIME:	10.30am – 12.00pm
VENUE:	Room 205, NW Briton Building, Gatton Campus	MEETING NUMBER:	3/2018