

**MINUTES      GATTON CAMPUS RISK & COMPLIANCE MEETING**

<b>MEETING DATE:</b>	Thursday, 26 April 2018	<b>MEETING TIME:</b>	10.30am – 12.00pm
<b>VENUE:</b>	Room 205, NW Briton Building, Gatton Campus	<b>MEETING NUMBER:</b>	3/2018
<b>CHAIR:</b>	Janelle Zahmel	<b>MINUTES SECRETARY:</b>	Sally Crawford

<b>ATTENDEES:</b>	Janelle Zahmel, Mark Bauer, Mitch Coyle, Mark Pace, Myat Kyaw-Tanner, John Swift, Theresa Seru, Helle Bielefeldt-Ohmann, Greg Brown, Simon Scott, Aiden Cattle, David Peebles, Sarah Bundy, Paul Kilah (on behalf of Peter Greenwood),
<b>APOLOGIES:</b>	Milou Dekkers, David Pilon, Daryl Mears, Phil Goodwin, Cheryl Brugman, Peter Greenwood, Libby Humphries, Stephen Soderquist

**AGENDA ITEMS:****1. WELCOME AND APOLOGIES**

The Chair opened the meeting at 10.30am and welcomed members.

**2. CONFIRMATION OF MINUTES**

The minutes of the meeting of 22 March 2018 having been circulated were taken as a true and correct record of the meeting.

**3. BUSINESS ARISING**

ITEM	TOPIC/DISCUSSION	DECISION/ACTION	PERSON/S	DATE
<b>3.1</b>	<b>FIRE SAFETY ON CAMPUS</b>			
	David advised that there is a new system setup for St Lucia which has an interface with UQ Security and Qld Fire. Once the system is activated, email alerts are also sent to 6 people. All buildings with fire panels will be connected to the system. The same system will be implemented at Gatton campus. Security are encouraging all staff and students to use the UQSafe Zone app. <b>COMPLETED</b>			
<b>3.2</b>	<b>LAWES CLUB FLOOR</b>			
	Theresa advised that the floor surface will be stripped down and resealed and cleaned as per the recommendations. UQ Union is responsible for the cleaning, but have engaged Spotless who have control over the process.	Theresa to email Clint Wooler to pass on the instructions to the cleaners.	TS	May
<b>3.3</b>	<b>STORAGE SPACE WITHIN SCHOOL/UNIT</b>			
	No further action required. <b>COMPLETED</b>			
<b>3.4</b>	<b>CARDBOARD SHREDDING PROJECT</b>			
	Myat inspected the machine this morning and the dust issues are a work in progress with P&F. Housekeeping in the area has improved.	Myat to follow up with Marshall Butterworth regarding the dust levels.	MKT	Ongoing
<b>3.5</b>	<b>CAMPUS ROAD SAFETY</b>			
	Flyers have been placed on car windscreens reminder staff and students of the speed limit. Myat advised there are not issues with the signage at the hospital and the CSIRO sign in the laneway. <b>COMPLETED</b>			

3.6	UQ SPORT ISSUES			
Sarah advised the job has been logged in Archibus. The shape of the speed bump is too sharp and Peter Greenwood has referred Sarah to the Traffic section at P&F to follow up.		Greg will discuss with the Manager, Traffic.	GB	May
4	ITEMS FOR DISCUSSION			
4.1	SMOKING POLICY			
Janelle advised that the Halls of Residence are part of UQ and will not be exempt from the non-smoking policy. The policy will be revised to ensure that it is clear the whole site will be non-smoking. Exemptions will be considered on a case by case bases by the Director, HSW.				
4.2	IMPLEMENTATION OF HSW REVIEW RECOMMENDATIONS			
Janelle advised there are no major changes for Gatton Campus. Theresa is in regular contact with Marshall Butterworth (WH&S Manager – Faculty of Science) and attends the Faculty’s HSW Committee meetings. Marshall will liaise with the Director, HSW to discuss the tasks that Gerard Ross was responsible for e.g. the hearing tests and how these will be managed. The hearing tests are coordinated by the Division and are not part of Theresa’s role.				
4.3	ODGC DRAFT HSW MANAGEMENT PLAN			
Theresa has circulated the draft plan to ODGC Managers. The new template is based on the HSW Strategic document and will be in place for 4-5 years. The plan now includes the following 5 priorities. <ul style="list-style-type: none"><li>• Risk Management</li><li>• Systems &amp; Compliance</li><li>• Culture &amp; Capabilities</li><li>• Innovation</li><li>• Enhancing Wellbeing</li></ul> Directors and Managers will be required to conduct quarterly safety walk-thru of their respective areas.				
ITEM	TOPIC/DISCUSSION	DECISION/ACTION	PERSON/S	DATE
5	BIOSAFETY/BIOSECURITY REPORTS			
<ul style="list-style-type: none"><li>• SAFS has nominated a new representative to attend the Biosecurity Advisory Committee meetings.</li><li>• The Vet School is reviewing the procedures for Hendra Virus and there are some concerns with this approach as the procedures are UQ Policy.</li><li>• Fire-ant treatment is continuing. Biosecurity Qld will give the Director 48hours notice before spraying over the Campus.</li><li>• Biosecurity Qld has requested the use of part of a paddock (Mendell 2) on the northern part of the Campus as a base for their helicopter and storage of material while they are carrying out the fire-ant treatment program. Janelle has endorsed the proposal which has been referred to P&amp;F Property for approval.</li></ul>		Helle will follow up with IBC.	HBO	May
6	MEMBERS REPORTS			
SAFS – JOHN SWIFT				
No incidents  (John left the meeting at 11am)				

<b>P&amp;F – PAUL KILAH</b>	
<ul style="list-style-type: none"> <li>No incidents</li> <li>OH&amp;S funding to repair the stairs at the Vet School</li> <li>Damage to a vehicle at Hidden Vale.</li> </ul>	
<b>FARMS – MARK BAUER</b>	
<ul style="list-style-type: none"> <li>No incidents</li> <li>Two staff members are still on light duties.</li> </ul>	
<b>G-VEC – MARK PACE</b>	
<ul style="list-style-type: none"> <li>1 minor incident – staff member driving to St Lucia hit another vehicle.</li> <li>GVEC material stored in B8115 is being removed and put in storage.</li> </ul>	
<b>EQUINE UNIT – MITCH COYLE</b>	
<ul style="list-style-type: none"> <li>No incidents</li> <li>A funding request to repair the termite damage at the stables was submitted to P&amp;F and has been escalated to Kevin O’Sullivan.</li> <li>The stock around the area where the helicopter is going to be located may need to be moved.</li> </ul>	
<b>HALLS – SIMON SCOTT</b>	
The purchase of new umbrellas for the area near the coffee cart is on hold until the work at the entrance is carried out.	
<b>SVS- MYAT KYAW-TANNER</b>	
<p>Total of 6 incidents:</p> <p>1 sharp; 1 dog bite; 1 sample leak; 1 cat scratch; 1 slip hazard on a dirt path and a client’s car caught on fire while parked at the Dayboro Vet Clinic.</p> <p>Mould in the lab on level 3 B8114 and it is growing inside a piece of research equipment which is a totally closed system. The academic in charge of the machine has confirmed all the solvent and solution bottles in the lab are clean and not contaminated.</p>	
<b>FIRE SAFETY – DAVID PEEBLES</b>	
The Gatton fire brigade are conducting inspections of the cladding on B8114 as part of their local action plan. The brigade has a different procedure if a building with cladding is on fire. Cladding is installed on the western wall and the entrance to B8114. David commented that the building is not a high risk as all the necessary assessments have been conducted and a sprinkler system is in place.	
<b>QAAFI</b>	
No incidents	
<b>LIBRARY – AIDEN CATTLE</b>	
No incidents.	
<b>ODGC – OH&amp;S – THERESA SERU</b>	
<p>Training courses scheduled for Gatton:</p> <ul style="list-style-type: none"> <li>8 and 9 May – Skin checks</li> <li>15 May - Emergency procedures for hazardous materials</li> <li>14 June - OHS for Supervisors &amp; Managers</li> </ul>	
<b>P&amp;F WH&amp;S – GREG BROWN</b>	
B8115 will be cordoned off next week as the asbestos removal works are due to start.	
<b>7</b>	<b>INFORMATION/FOR NOTING</b>
<b>7.1</b>	World Day for Safety 28 April –noted.
<b>7.2</b>	HSW Q2 2018 report – noted.

<b>8.</b>	<b>OTHER BUSINESS</b>
Nil	

#### 9. NEXT MEETING

<b>MEETING DATE:</b>	Wednesday, 23 May 2018	<b>MEETING TIME:</b>	10.30am – 12.00pm
<b>VENUE:</b>	Room 205, NW Briton Building, Gatton Campus	<b>MEETING NUMBER:</b>	4/2018