

MINUTES GATTON CAMPUS RISK & COMPLIANCE MEETING

MEETING DATE:	Wednesday, 23 May 2018	MEETING TIME:	10.30am – 12.00pm
VENUE:	Room 205, NW Briton Building, Gatton Campus	MEETING NUMBER:	4/2018
CHAIR:	Janelle Zahmel	MINUTES SECRETARY:	Sally Crawford

ATTENDEES:	Janelle Zahmel, Marshall Butterworth, Mark Bauer, John Swift, Helle Bielefeldt-Ohmann, Theresa Seru, Milou Dekkers, Mark Pace, Greg Brown, Cheryl Brugman, Daryl Mears, Myat Kyaw-Tanner, Mitchell Coyle, Kerrin Henderson, David Pilon, Aaron Hughes (on behalf of Libby Humphries), Sarah Bundy, Simon Scott
APOLOGIES:	Aiden Cattle, Peter Greenwood, David Peebles, Philip Goodwin, Stephen Soderquist, Libby Humphries

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 26 April 2018 having been circulated and subject to a minor amendment in item 3.6 were taken as a true and correct record of the meeting.

3. BUSINESS ARISING

ITEM	TOPIC/DISCUSSION	DECISION/ACTION	PERSON/S	DATE
3.1	LAWES CLUB FLOOR (Refers to item 3.5 - 22/3/2018)			
	The instructions were forwarded to the client. Theresa advised that the floor will be treated and P&F will start the work in the semester break with funding approved from the OHS Minor Works Fund. The treatment will increase the slip rating of the floor.			
	COMPLETED			
3.2	CARDBOARD SHREDDING PROJECT (Refers to item 4.2 – 22/3/2018)			
	Marshall provided the following report on the noise levels at the facility: <ul style="list-style-type: none"> Unable to hear any sound when standing outside the window of the facility and near the zebra crossing. Only permitted to stand outside the roller doors for a maximum of 10minutes but walking past is ok. The air quality will be measured as there are particles visible in the room. The surfaces and filters may need to be cleaned and signage displayed.	Marshall/Myat to provide an update on the air quality report.	MKT/MB	Ongoing
3.3	UQ SPORT ISSUES (Refers to item 7 – 22/3/2018)			
	Sarah met with Peter Greenwood last week to inspect the plastic speed bump/bund. P&F will review the signage.	Sarah to provide an update at next meeting.	SB	Ongoing
3.4	SVS REVIEW HENDRA VIRUS GUIDELINES (Refers to item 5 – 26/4/2018)			
	Helle advised that this issue was discussed at the IBC last week and it was acknowledged that the original policy was implemented before the vaccine had been field tested. The policy will be reviewed and the Vet School risk assessments will be aligned at a University level not just for Gatton Campus. The recommendation is to test animals that haven't been vaccinated.			
	COMPLETED			

4	ITEMS FOR DISCUSSION		
4.1	GENETICALLY MODIFIED CROP TRIALS		
<p>Janelle advised that a recent OGTR audit raised some non-compliances. Information regarding trials is to be shared and provided to the relevant areas before the trial commences. Marshall commented that the Licence can be distributed to the appropriate staff at both campuses.</p> <p>Helle commented that the IBC sub-committee should provide the Office of the Director with the relevant information if the trial is taking place at Gatton as soon it is approved.</p>		<p>To be discussed at the next Campus Biosecurity meeting.</p> <p>Kerrin will follow up with the IBC.</p>	<p>JZ</p> <p>KH</p> <p>TBC</p> <p>June</p>
5	BIOSAFETY/BIOSECURITY REPORTS		
<ul style="list-style-type: none"> Helle has contacted Dr Michael Uren (Animal Ethics) to advise that poultry research is to be conducted in QASP not in the sheds. John commented that SAFS will need clarification regarding this decision as a meeting is scheduled for next week to discuss the expansion of the sheds. Janelle advised that not all research is to be conducted in QASP and that this would be dependent upon the type of research, scale of project etc. It was noted at the IBC meeting last week that the AEC were not aware of the University wide policy on Hendra virus. Steve Barakin is monitoring weeds on campus. There are issues with fireweed on campus and staff need to be vigilant. Wildlife teaching is being conducted at Hidden Vale. P&F is working with the Darling Downs Rabbit Board and all sightings are to be reported via Archibus. Helle has arranged for Mark to have assistance to work on the LPA plan for the dairy. 		<p>Helle to update Michael Uren on discussions.</p>	<p>HBO</p> <p>Asap</p>
6	MEMBERS REPORTS		
QASP – MILOU DEKKERS			
<ul style="list-style-type: none"> No incidents. PC2 trial finished on Monday and the trial went well. Milou advised there are issues with the loading of the Ace waste bins. The only way to load the truck is to double stack the bins and it is heavy work for the staff as the bins weigh 20kilos each. The weight and the loading of the bins need to be reviewed. QC5.1 trial has officially started in the quarantine yards. QC 5.2 trial involving stem cells is scheduled to start in June in the PC2 facility in conjunction with the Prince Charles hospital. The IBC advised that the trial can go ahead as it is not their responsibility. Milou advised that Kerrin will be available when the researchers are at QASP. The documents for the trial will have to be in order as the trial will be heavily audited. 		<p>Marshall to review the situation.</p>	<p>MB</p> <p>June</p>

UQ SPORT – SARAH BUNDY			
1 incident – back injury caused by moving an exercise bike. Sarah commented that staff are not asked to move the bikes on a regular bases and queried if manual handling courses were available for casual staff. Marshall advised that the OH&S officers have attended Perform training and can assist staff.	Theresa to source the video on manual handling and follow up with Sarah.	TS	June
BOYCE ESTATE – DARYL MEARS			
No incidents. The fire extinguishers are overdue for testing and there has been no contact from the new contractors.	Greg will follow up with David Peebles.	GB	Asap
SAFS – JOHN SWIFT			
No incidents. The Crop Research Unit will attempt to make repairs to the netting in the trial area however they may need to use a cherry picker because of the height of the netting. Marshall advised that a standard ladder can be used to carry out the repairs.			
ODGC OH&S – THERESA SERU			
Three chemical splash incidents causing eye injuries to staff and students have been reported in the Faculty of Science. An incident alert was issued by HSW in relation to wearing eye protection when handling hazardous chemicals. It is a reminder to ensure staff and students are using the relevant PPE and the appropriate risk assessments are in place. Helle commented that PPE is a requirement for PC2 labs. Myat advised that the Vet School is reviewing the policy for each area and safety glasses are available for staff and students.			
FARMS – MARK BAUER			
1 reportable incident – trip. Two staff members still on light duties.			
G-VEC – MARK PACE			
The UQ-GVEC annual OHS inspection was conducted by Myat and Theresa with minor corrective actions identified. The inspection included the Animal Wildlife Facility which is shared with SAFs. The corrective actions for the facility have been submitted to the Facility Manager (SAFs) and John Swift is assisting with this. Mark commented that he was approached by the Vet Tech students for assistance in sourcing a step ladder for their recent fundraiser (washing cars) and was advised that the ladder was not to be used. Janelle advised that the students have a responsibility to make sure they have the correct equipment/cleaning materials beforehand and a risk assessment should be undertaken. Student clubs should be encouraged to seek advice from the safety officers on Campus to assist.			
HALLS – SIMON SCOTT			
No incidents. Some issues with water in the hallways in Shelton as water comes in from the end of the building when it rains and there is also water egress from the shower areas. The solution may be to carpet the hallways.			
SVS- MYAT KYAW-TANNER			
Reported incidents: 2 horse bites; 1 python bite; 1 dog bite and several bricks on the benches (where the vet students sit) dislodged and a job has been logged with P&F to repair. The Vet School received funding to carry out refurbishments in B8163. The room will be used as a student teaching/seminar room.			
STUDENT SERVICES – CHERYL BRUGMAN			
Nil to report			

BIOLOGICAL SAFETY – KERRIN HENDERSON	
The two occupational hygienists and the OH&S nurse have resigned.	
P&F WH&S – GREG BROWN	
1 incident – fall. Toner on the floor in the printery.	
ITS – DAVID PILON	
Nil to report	
QAAFI – AARON HUGHES	
Nil to report	
FACULTY HSW MANAGER – MARSHALL BUTTERWORTH	
Nil to report	
7	INFORMATION/FOR NOTING
7.1	Safe Work & Return to Work Awards 2018

8.	OTHER BUSINESS			
8.1	SAFETY ON CAMPUS			
Theresa to arrange for the OH&S safety flyers to be distributed at Morrison Hall and UQ Sport car parks.				
8.2	AGENDA ITEMS			
Janelle reiterated that the committee is broader than OH&S and members are encouraged to raise other risk and compliance issues.				
8.3	FOUNDATION BUILDING/VISITOR ACCESS			
It was noted that some visitors to campus on the bus tours have difficulty walking up the stairs to the Foundation Building. Modifications to the building are difficult as it is heritage listed and installation of a lift would be problematic. Members agreed that visitors who have limited mobility and do not have to view the inside of the building should only view the outside and not access the stairs. The Campus Marketing and Communications Manager will be notified of this recommendation. The issue of disability access to the Foundation Building should be investigated.		Janelle to follow up with P&F and notify the Marketing & Communication Manager.	JZ	June

9. NEXT MEETING

MEETING DATE:	Thursday, 28 June 2018	MEETING TIME:	10.30am – 12.00pm
VENUE:	Room 205, NW Briton Building, Gatton Campus	MEETING NUMBER:	5/2018