

MINUTES GATTON CAMPUS RISK & COMPLIANCE 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 |
| CHAIR: | Janelle Zahmel | MINUTES SECRETARY: | Sally Crawford |

| | |
|-------------------|---|
| ATTENDEES: | Janelle Zahmel, Helle Bielefeldt-Ohmann, Mark Bauer, John Swift, Mark Pace, Milou Dekkers, Simon Scott, Aiden Cattle, Libby Humphries, Sarah Bundy, Ashley Lance, David Peebles, Kris Fraser, Stephen Soderquist, David Pilon |
| APOLOGIES: | Myat Kyaw-Tanner, Theresa Seru, Marshall Butterworth, Cheryl Brugman, Daryl Mears, Greg Brown, Mitchell Coyle, Peter Greenwood |

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

The Chair opened the meeting and welcomed members.

2. CONFIRMATION OF MINUTES

The minutes of the meeting of 23 May 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 |
|------------|--|---|----------|---------|
| 3.1 | 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 |
| 3.2 | 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. A plastic cover will be fitted over the bump to smooth the current sharp bump up. | The 10k speed sign will be changed to 20k so that the signage will be consistent from both sides. | SB | Ongoing |
| 3.3 | GENETICALLY MODIFIED CROP TRIALS (Refers to item 4.1 – 23/5/2018) | | | |
| | Janelle advised various repairs to the site have been carried out and compliance with OGTR requirements undertaken. Biosafety will notify IBC and Gatton Campus of future trials. Janelle is meeting with Prof Alastair McEwan, Chair IBC next week to discuss Biosafety issues on campus. COMPLETED | | | |
| 3.4 | BIO SAFETY/BIOSECURITY REPORT (Refers to item 5 – 23/5/2018) | | | |
| | Helle has updated Dr Michael Uren on the poultry research in QASP and has been in communication with the Manager, AEC. COMPLETED | | | |

| ITEM | TOPIC/DISCUSSION | DECISION/ACTION | PERSON/S | DATE |
|------|--|--|----------|---------|
| 3.5 | QASP – ACE WASTE BINS (Refers to item 6 – 23/5/2018) | | | |
| | Milou advised that Theresa is arranging for a company that supplies hydraulic lifts to carry out a site assessment to see if a lift will fit. | | MD, TS | Ongoing |
| 3.6 | BOYCE ESTATE – FIRE EXTINGUISHERS (Refers to item 6 – 23/5/2018) | | | |
| | Greg advised that the contractor, Grosvenor Engineering will be servicing the fire extinguishers in this location in July 2018. | | | |
| | COMPLETED | | | |
| 3.7 | UQ SPORT – MANUAL HANDLING (Refers to item 6 – 23/5/2018) | | | |
| | Theresa has provided information to the PERforM - manual task risk management program and a link to the video No Sprains, big gains. Casual staff can attend training and Theresa has submitted a request for a training session to be conducted on campus in July or August. | | | |
| | COMPLETED | | | |
| 3.8 | FOUNDATION BUILDING /VISITOR ACCESS (Refers to item 8.3 – 23/5/2018) | | | |
| | Janelle has spoken to Craig Carlton (P&F) regarding the issue of disability access to the Foundation Building. Simon is meeting with Science Infrastructure staff tomorrow and will report back on the meeting. | Simon to provide an update. | SS | July |
| 4 | ITEMS FOR DISCUSSION | | | |
| 4.1 | PPL ENTERPRISE RISK MANAGEMENT FRAMEWORK | | | |
| | Janelle met with the Science leadership group and all areas will be asked to develop a plan to address compliance. Everyone should be familiar with the PPL and the objectives of risk management. Janelle referred to the general management controls (appendix D) of the framework and commented that these types of issues should be considered before commencing a project. Simon commented that Halls conduct internal risk assessments for the Residents Club. The assessments could be attached to the Operational Plan. | | | |
| 5 | BIOSAFETY/BIOSECURITY REPORTS | | | |
| | The new guidelines for Hendra Virus testing have been finalised and will be submitted to the IBC in July for approval. Helle and Kerrin are involved in the review and IBC will be reviewing the policies across the university. | | | |
| 6 | MEMBERS REPORTS | | | |
| | SAFS – JOHN SWIFT | | | |
| | 1 incident on 10/5 - musculoskeletal – lower back injury. The staff member is a varidesk user but the injury may not be related to this. Kris advised that Matt Tinski (Ergonomics & Rehabilitation Adviser) can assist with requests for a height adjustable desk. | Kris to arrange for Matt to meet with John at Gatton to discuss ergonomics. | KF | July |
| | HSW - KRIS FRASER | | | |
| | Smoke- free UQ commences on 1 July 2018. Simon queried if the Campus Club was exempt from the Smoke-free policy as the club as a liquor licence. | Kris to follow up with the Manager, HSW to confirm if the Campus Club is exempt. | KF | July |

| |
|--|
| SVS – MYAT KYAW-TANNER |
| <p>Myat provided a report via email:</p> <p>A total of 6 incidents between 25/5 – 22/6/2018:</p> <ul style="list-style-type: none"> • 1 horse (when assessing the head of a horse and horse head swang and got lower jaw with its nose); 1 sharp; 1 student ill and dizzy from a pre-existing medical condition; 1 muscular strain and 2 dog bites. • Working with Dave and Sarah for the Vet Science building drills. • Inspected OGTR/PC2 labs with UQ Biosafety • Submitted the Corrective Action Plans for the School internal Radiation Safety audit to HSW Division with no further action required. |
| FARMS – MARK BAUER |
| <p>2 incidents with animals – 1 staff member crushed by a bull and 1 staff member chased by a bull in the QASP yards. Mark commented that staff and students need to be aware that stock aren't used to people being close up near their faces and need an acclimatisation period when they are brought on site. There had been previous issues with these animals. Milou advised that the risks are identified and highlighted to the researchers in writing. The incident was recorded QASPs records.</p> |
| QASP – MILOU DEKKERS |
| <p>Milou commented that QASP is happy to facilitate training for SAFS, SVS and GVEC however QASP still requires the OH&S paperwork to be completed.</p> |
| UQ SPORT – SARAH BUNDY |
| <p>Sarah advised a horse pushed a student backwards into a wall at an equestrian event. UQ Sport has received advice from Mitch Coyle that young horses are not to be used. Ashley has conducted a walk-thru of the equine area with Mitch.</p> |
| QAAFI – LIBBY HUMPHRIES |
| <p>Nil to report.</p> |
| FIRE SAFETY – DAVID PEEBLES |
| <ul style="list-style-type: none"> • Permits issued to SAFS to light fires; a fire permit for Pinjarra Hills was declined. • The Fire contractor is conducting fire drills. • There is a proposal to update the fire panel at Gatton. • The Fire webpage has been changed on the P&F site. • LP gas emergency in B8114 as the odour of gas went through the air-conditioner. Liaising with the distributor/delivery driver responsible for refilling the LP gas bottles. • Testing of the fire extinguishers at Boyce Estate are up to date. |
| G-VEC – MARK PACE |
| <p>Nil to report</p> |
| HALLS – SIMON SCOTT |
| <ul style="list-style-type: none"> • No incidents. • Housekeeping audit conducted with Theresa. There were no major issues. • Halls will be busy with approx. 1,000 visitors coming and going on campus in the next few weeks. FEAST will be held next week and QPS are currently on campus. Teenstreets is scheduled for 5 July – 14 July. FEAST and Teenstreets are always well supervised. |
| CSIRO – STEPHEN SODERQUIST |
| <ul style="list-style-type: none"> • No incidents. • OGTR issue now resolved. • CSIRO has implemented a site access and plant equipment register for sharing equipment. |

| | |
|--|---|
| ITS – DAVID PILON | |
| Nil to report. | |
| QAAFI – LIBBY HUMPHRIES | |
| Nil to report. | |
| LIBRARY – ADIEN CATTLE | |
| Nil to report. | |
| ODGC – JANELLE ZAHMEL | |
| The Farms and Crop Research Unit staff met with P&F to discuss the issue of rabbits on campus and damage being done to the research crops. P&F advised that the Archibus requests are not being followed up. Janelle will report back to the Gatton Campus Biosecurity meeting. | |
| 7 | INFORMATION/FOR NOTING |
| 7.1 | WHSQ visit to Dairy |
| WHS Qld inspector visited the dairy on 18 June to conduct a brief audit. The inspector is currently auditing other organisations due to the high evidence of incidents on dairies. Steven Duncan and Theresa arranged for the visit to be rescheduled to the 21 st and accompanied the inspector during the audit. The feedback from the visit was positive with praise for the systems, processes and work practices in place. Janelle thanked Steven and Theresa for their contribution. | |
| 7.2 | Smoke-Free Policy – Pre-Implementation Survey |
| For noting. | |
| 8. | OTHER BUSINESS |
| Nil | |

9. NEXT MEETING

| | | | |
|----------------------|--|------------------------|-------------------|
| MEETING DATE: | Thursday, 26 July 2018 | MEETING TIME: | 11:00am – 12:30pm |
| VENUE: | Room 205, NW Briton Building, Gatton Campus | MEETING NUMBER: | 6/2018 |