

# Health, Safety and Wellness Committee Meeting

**Date** 17 March 2020  
**Venue** Operated via Zoom videoconferencing  
**Attendees** Zoe Cahill (Chair), Margaret Cowan, Lucas Dixon, , Kathy Hung (secretary), Ian MacKenzie, Wendy Parley, Maria Parnell, Chris Pye, Karen Teitzel and Louise West  
**Apologies** Paul Harpur, Jennie Trinder and Scott Tucker

## 1. Welcome / Apologies

- Louise West re-joined the committee as the Senior Staff Representative

### 1.1 Matters arising from previous meeting

- Taken as read

## 2. Matters for noting

### 2.1 Representative updates

- CP circulated updates and reports taken as read (refer to Attachment A, B, C and D)

## 3. Matters for consideration

- none

## 4. Items for open discussion

### 4.1 BEL Internal OHS Audit

- A HSW internal audit will be conducted this year for BEL Faculty. Areas of focus will be selected and internal personnel within the Faculty will be selected at later date: three academics, one senior member from each School (Heads of Schools) and selective HDR students. The internal auditor will be Libby Humphreys from HSW Division.
- More information will be provided at later date as central HSW meeting was postponed.

### 4.2 BEL Psychological Hazards

- Discussed at previous meeting the growing focus on reducing psychological hazards at work. Currently there are not enough information to pin point the indicators but this will improve when HCMS is launched.
- Suggestion to conduct survey to identify the issues experienced within the different cohorts so that relevant resources can be provided. However, given the current situation with the influx of information, the survey response rate may not do well.

- Academics continue to raise concerns of having to provide support to students with high level of distress or with suicidal thoughts. Academics felt they are not sure what to do and the resources and information to support are lacking.
- CP suggested to work with marketing team to develop a campaign that raises awareness to staff on where the resources are and what they can do to help.
- ZC suggested that we are currently under exceptional circumstances. Need to be cautious as data may not be representative of our usual state of business.

#### 4.3 Common HSW Questions

- CP reported most common questions raised was the use of toilet handles as it interferes with hygiene practice. Door stoppers will be in place to resolve the issue.
- Cleaning protocol is in place. In case of reported isolation case, cleaning crews can be called to clean the desks or work areas. A case was present at HASS on Friday night but the cleaning crew was unable to deliver as weekend was out of hours. The response time was delayed as they received lots of requests so the desk was not cleaned till later on Monday.
- MP reported that the cleaning crew responded efficiently to the Law School over the weekend. The Law School's boardroom and adjacent kitchen was sealed off for 48hours due to suspected case. The cleaning crew is prioritising common areas over individual desks.

#### 4.4 Sir Llew Edwards Building Panel

- P&F responded that they are aware of the issue that the panels are not being safe but only partial areas can be fixed which is by taking off the panel until the full area can be repaired. ZC requested for ST to check with P&F team again as it is causing disruption to the accessibility of the building and creating potential hazards if the panel fall during windy weather.

**ACTION:** ST to check with P&F to accelerate the repairs of the Sir Llew Edward's building panels

#### 4.5 COVID-19 updates

- ZC all COVID-19 updates and work from home guidelines were announced at the [FAQ site](#). Please refer to the guidelines to identify potential hazards at home workspace to improve work from home arrangements.

#### 5. Meeting closed 10.17am

- Next FMC Meeting on Tue 16 June 2020

**POST MEETING ACTION**  
**HSW Meeting**  
Tuesday 17 March 2020

Item	Description	Action	Due Date
1.	ST to check with P&F to accelerate the repairs of the Sir Llew Edward's building panels	ST	Ongoing