

## HEALTH AND SAFETY COMMITTEE MEETING

**Date:** Thursday 13 February 2014

**Chair:** Mike Wilson

### In Attendance:

Alan Hoverd
Annie Mercer
Brett Challacombe-King
David Flynn
David Stevens
Dayna Taramai
Doug Drysdale
Edwin Hermann
Francis Harris
Jeff Munn
Keay Burridge
Kim Gray
Kosta Tashkoff
Lee Vassiliadis
Lisa Bishop
Margaret Kerslake
Marina Dobrovolskaya

Marlene Thomson
Monoa Taepa
Pam Blakemore
Pauline Castle
Peter Ritchie
Rainsforth Dix
Ravindra Kalpage
Ray Brownrigg
Roger Cliffe
Ronnie Cowley
Roy Bridge
Russell Third
Sean Lincoln
Teresa Durham
Vicky Boswell
Victoria McEwan
Vineeta Nair

### 1 Apologies:

Abbey McDonald
Alison Melling
Alix Raine
Carol Sorenson
Catherine Galuszka
Clare Moleta
Daniel McNaughtan
Darci Thompson

Duncan Spence
Liz Iversen
Mark Shaw
Nicola Bray
Nicki Wilford
Raymond Hutchison
Rhys Barnes
Trevor Bradley

	Item	Actions
1	<p><b>Introductions and Apologies</b> As there were some new members attending the meeting for the first time, everyone introduced themselves to the committee.</p>	
2	<p><b>Minutes from the Previous Meeting</b> The minutes were accepted as a true and accurate record of the meeting.</p>	Carried
3	<p><b>Business arising from the Previous Minutes</b> Marlene Thomson advised that the Norovirus outbreak at the Pipitea Campus reported in the previous minutes was not related to a catered event at that time. The outbreak was from a person to person contact.</p>	
4	<p><b>Accident Report (December 2013- January 2014)</b> Ronnie Cowley presented the accident report to the committee. A copy is appended to these minutes.</p> <p>There was a noticeable increase in chemical related incidents involving students at the end of 2013. Victoria's Campus Safety Coordinator will discuss this at the next Health and Safety committee meeting for the School of Chemical and Physical Sciences.</p> <p>The Security Control Room Operators record all university incidents; including medical, security, earthquake, severe weather (leaks/flooding) theft, suspicious persons, fire alarm activations, property damage, lifts and maintenance.</p> <p>Ronnie reminded the committee to please report all accidents, incidents and near misses. Please keep the original copy of your accident/incident report form for your own accident register and send a copy to <a href="mailto:safety@vuw.ac.nz">safety@vuw.ac.nz</a>. These reports will be reviewed and followed up as required. It is strongly suggested that you discuss the accidents and incidents with your team/staff and review your hazard registers in relation to the accidents, incidents or near miss events.</p> <p>Peter Ritchie raised a question on whether Victoria' accident record has been compared with other universities and would it be a good idea to do a comparison?</p> <p>Ronnie responded that Victoria is compared with the ACC Workplace Safety Management Practices programme (WSMP) standard and we are performing well within the category for tertiary education organisations.</p>	
5	<p><b>Hazard Management Process</b> The subcommittee has not met since our last Health and Safety meeting, they will report back at the next meeting in April.</p>	
6	<p><b>Emergency Preparedness</b> The Trial Evacuation programme for the first half of the year will start on 10 March and finish at the end of May. The programme is scheduled to be completed before the exams in June.</p>	

	<p>Roy will be contacting everyone for their updated local emergency response plans.</p> <p>Rainsforth advised that this year there will be some Emergency planning promotional material available for students and fridge magnets for the international students. Faculty and CSU's will be contacted to discuss the Welfare Emergency Response Plan. Rainsforth reminded the committee of the emergency planning workshop on Friday 21 February.</p> <p>Mike Wilson advised that Wendy Lawson the PVC Science at Canterbury University is visiting Victoria University on 20 February to talk about the Christchurch earthquake and how they worked towards business as usual.</p> <p>Mike Wilson is also working on a project looking at the resilience of teaching, classroom and laboratory material.</p>	
7	<p><b>General Business</b></p> <p><b>7.1. Health and Safety Committee Terms of Reference</b> Minor amendments have been made to the Terms of Reference, these will be presented to the committee at the next meeting.</p> <p><b>7.2. Annual Safety Plans and Health and Safety Objectives</b> Ronnie reminded the committee that their Annual Safety plans are due and when reviewing them please use the new template on the Health and Safety website or email <a href="mailto:safety@vuw.ac.nz">safety@vuw.ac.nz</a>. Please send your completed Annual Safety plans to Ronnie.</p> <p><b>7.3. Health and Safety website</b> The Health and Safety website is updated regularly and is a good source for Health and Safety and emergency response information. A new tab will be added to the website home page for access to our Health and Safety reports.</p> <p><b>7.4. Update from the Occupational Nurse (Health and Wellness)</b> Marlene advised the committee that she is looking at a new EAP provider and she will invite the new provider to deliver a presentation to the Health and Safety committee.</p> <p><b>7.5. ACC audit. (Jeff Munn)</b> Victoria's independent audit of its compliance with the ACC Workplace Safety Management Practices programme is due to take place in May. Victoria is aiming to achieve tertiary accreditation within the programme.</p>	<b>Ronnie Cowley</b>
8	<b>The next meeting will be on Thursday 10 April 2014 at 10am in AM103.</b>	