1. Welcome

Jim Carmichael, Director, Occupational Health and Safety welcomed everyone and thanked staff for attending.

2. Attendees and apologies.

Apologies were noted from the following people:

- Professor Tim Mehigan – Head School of Languages and Comparative Cultural Studies
- Sheila Cleary – School of Psychiatry
- Professor Stephen Walker – Faculty of Science
- Professor Sandra Kaji-O’Grady
- Kevin O’Sullivan – Property and Facilities
- Lyle Carrington – Chemistry & Molecular Biosciences

3. Purpose of the UQ OHS Forum

At the final meeting of UQ’s Occupational Health and Safety Council in November last year, it was proposed from the floor that a forum be established in 2014 to provide the opportunity for parties across the University to raise and discuss relevant occupational health and safety matters.

It is intended that this forum provide opportunity to:

- Compliment the formal communication pathways between the OHS Division, individual Occupational Health and Safety Committees and the Vice Chancellor’s Risk and Compliance Committee;
- Provide a forum for OHS communication between all areas of the University;
- Provide information to participants on a range of relevant OHS matters;
- Complement the input provided by OHS Committees and other formal avenues into the development and review of UQ OHS related policies, procedures and guidelines;
- Provide a further avenue to promote safe working practices and environments throughout the University;
- Share experiences across the University that may assist in improved OHS outcomes for our people.

Attendees at the forum indicated that the proposed terms above were satisfactory for the Forum. Attendees noted that managers and leaders across the university should be encouraged to attend the Forum.

The attendee list will be reviewed for the next meeting.

4. Review of the UQ Occupational Health and Safety Policy

The UQ OHS Policy is due for review in August 2014 and OHSD are in the process of reviewing the document. Early consultation occurred at the Forum. The forum dispersed into several working groups to provide feedback on this policy. This feedback will be taken into consideration and a draft document will be circulated to the OHS networks for feedback.

This policy needs to be approved by Senate in August.
5. **Review of the PPL – OHS Governance, OHS Committees, HSR’s**

With the new OHS reporting structure now in place, the issue was raised regarding how matters will be communicated to the senior management within the University and from senior management to general staff. Emphasis will now come back to the school and faculty OHS committees to ensure that they meet regularly. Minutes are to be sent to the OHS Division through the OHS Division representative on the committee. Any major issues, or issues of interest will be discussed within the Division and action will be taken as necessary.

The Director, OHS Division attends the Vice Chancellors Risk and Compliance Committee and reports any issues to this committee. This committee meets up to 5 times per year. Any items of interest are then discussed within OHS Division and will be disseminated via school/faculty/institute ohs committees. The VCRCC also approves the OHS goals for each year and the areas to be audited each year.

The internal audit process will check if all of the goals are being met each year within each area.

If there are any issues that need to be raised, the can be raised from the Chair of the Committee to the relevant ohs adviser on that committee, who will discuss with OHS Director.

6. **Update from Director**

   a. **Report from VCRCC**
      
      A report was sent to the VCRCC for information / approval / consideration for the following items:
      
      i. 2013 Annual Report  
      ii. Contact made with the regulators for 2013  
      iii. Non-conformances, improvement notices  
      iv. Working with large animals at Gatton was discussed due to the increase in incident reports  
      v. Sharps incidents at the Dental School  
      vi. OHS 2014 goals were endorsed  
      vii. 2014 internal audit schedule endorsed

   b. **UQ OHS Goals**
      
      The UQ OHS Goals were sent to the VCRCC for consideration/approval. These were approved at the last meeting.

   c. **UQ Internal OHS Audit Program**
      
      The internal OHS Audit Program has been selected using an extensive criteria. The areas being audited are:
      
      i. Long Pocket site  
      ii. School of Chemistry and Molecular Biosciences  
      iii. School of Population Health  
      iv. School of Human Movement Studies  
      v. School of Business  
      vi. QBI  
      vii. School of Civil Engineering  
      viii. Campus Services – Property and Facilities

      All of these areas have been notified that they have been selected for audits.

   d. **Self-insurance workers’ compensation license renewal**
      
      UQ’s Self Insurance licence expires in March 2015 and preparation is occurring for the renewal process. UQ’s OHS management systems will be assessed by an external auditor as will be our return to work and claims management processes. The WHS regulator will determine the areas to be audited for this process.
7. Other

a. Next meeting
The meetings for the remainder of the year have been booked for the following dates:

29th July, 9:30 -11:00
29th October, 9:30 – 11:00

b. OHS Staff movements for 2014
Jim will be on leave for 5 months commencing 5 May – end of September. During this time, Kris Fraser will be Acting Director for the full 5 months. Elizabeth Miric will be acting Senior Adviser OHS Programs from 5 May – 11 July and Paul Lovelock will be from 13 July – end of September.

c. UQ Wellness
The area of UQ Wellness - filled by Vicki McNabb is now located within the OHS Division. This commenced 1st January, 2014.

d. Review of communications from OHS
The OHS Division are now sending Incident Alerts and Safety Notices as the official form of communication to the networks. These usually notify of non-compliances that have been noted by the regulators or incidents that have been recorded on the online Injury, Illness or Incident reporting system. Examples on notices that have been sent out are import permits, over heated vessels.

e. Emergency Preparedness
This issue was raised by David Peebles, UQ Fire Safety Officer. He indicated that this issue was not frequently discussed at committee level. It is believed that this item should be discussed at the committee levels, and that there should also be more information available regarding this matter. HazMat signage and Chemical Manifest signage is also something that needs to be more effective within the University.

f. Electrical Contract Workers
The issue of whether UQ required an electrical contractor’s licence was raised. P&F sought definitive advice on this issue recently through an electrical safety management systems audit conducted by and external auditor. The report’s recommendations are currently being considered.