

UNIVERSITY HEALTH AND SAFETY POLICY COMMITTEE

Subject	Meeting for Quarter 1 – 2025
To	UHSPC Members
Date, time	Tuesday 13 May 2025, 1:30pm
Venue	Mt Helen T103 and MS Teams

1. Attendance and Apologies

Members					
Name	Present	Apology	Name	Present	Apology
Paul Oppenheimer (Chair and Chief Safety Officer)	✓				
Megan Tucker (VCO management)	✓		Vacant (VCO employees)		
Tara Hanlon (COO management)	✓		Jo Fiorenza (COO employees)		✓
Samantha Bartlett (CLXO management)	✓		Talia Klein (CLXO employees)		✓
Carolyn Chong (G&E management)		✓	Geoff Barnett (Global & Engagement employees)	✓	
Iven Mareels (Innovation and IISS management)		✓	Yutang Wang (Innovation and IISS employees)	✓	
Remco Polman (Research and IHW management)	✓		Shirley Huang (Research and IHW employees)	✓	
Birgit Loch (Learning and Teaching Quality and IEAC management)	✓		Julie Sharp (Learning & Teaching Quality and IEAC employees)	✓	
Darren Gray (TAFE management)	✓		Justin Neal (TAFE employees)		✓
John Blair (CFO management)	✓		Pam McKee (CFO employees)		✓
Invited Representatives					
Vacant (Higher Ed students)			Vacant (TAFE students)		
Leah Handford (People and Culture)	✓		Beck Lake (Risk Management)	✓	
Anandh Ravi (Project and Asset Services)	✓		Jenna Robertson (minutes-taking)	✓	

2. Confirmation of Minutes of the Previous Meeting

The minutes of the Q4-2024 meeting held on Tuesday 4 March 2025 were confirmed.

3. Business Arising

3.1. TAFE OHS Rectification Plan

Leah discussed the implementation of a hazard register, which teams should use to track actions based on identified hazards. A copy from TAFE was received and will be distributed with the minutes for review and implementation.

Action: UHSPC Members

3.2. OHS roles registers

The OHS roles register was noted as significantly out of date. Leah and Paul emphasized the need to update this information promptly, as it is required for the university's notice board and website. Support from the exec services team was requested to expedite this process.

3.3 Sharp Injuries

The investigation into sharps injuries is ongoing. Remco has met with Laurie, who is coordinating meetings with relevant staff members. Laurie is also providing recommendations.

Action: Request timeline from Laurie for findings – L Handford

3.4 Practical and Co-op Placements

Leah discussed the need to understand how information is received from hosts and whether contracts include OHS-related information. A meeting has been set up to review this with relevant stakeholders.

3.5 Wellbeing Award

Tara explained that this will wrap into the review of recognition across the university which we are not looking to do until Q3-4. This will not be mandated at this moment, but Tara is open to teams continuing this practice in their area if they wish.

3.6 Incidents on/off campus

Last meeting it was agreed that the UHSPC would receive the minutes of the Safer Campuses meetings to share. The Safer Campuses team does not meet regularly and only convenes when there is an incident. As a result, there are no regular minutes to share. Leon advised against sharing any minutes due to privacy concerns. If further information is required, it will be discussed among the relevant staff members.

3.7 Psychosocial HIRACs

UHSPC members reviewed the progress of Psychosocial HIRACs implementation, noting areas that still need support. Paul requested confirmation from specific areas on when this would be closed out and offered assistance if needed.

Action: confirmation of date of completion from the 3 areas that are outstanding – IISS, IHW and GE- AEC

3.8 Maintenance of Emergency Equipment

Leah confirmed that all defibrillators on campus are now rescue-ready and functional. Leah is working on a maintenance contract for defibrillators and first aid kits which will address any blind spots in coverage.

4. Reports and Submissions

4.1. Portfolio Health and Safety Coordinating Team Reports

4.1.1. Chief Financial Office / Chief Operating Office

The “Summary Table of Health and Safety Planning, Meeting and Reporting Activities” for Q1, 2025 was noted. Tara mentioned that some staff members have started using half an hour prior to their HSIT meetings to do a safety walk and encouraging staff members when visiting other campuses to do safety walks. John mentioned that Finance have a standing health and safety item on every agenda of the leadership team meetings.

4.1.2. Chief Learner Experience Office

The updated “Summary Table of Health and Safety Planning, Meeting and Reporting Activities” for Q1, 2025 was noted.

4.1.3. Global and Engagement

The “Summary Table of Health and Safety Planning, Meeting and Reporting Activities” for Q1, 2025 was noted. Meetings and activities will be reported on in the next Quarter. Michael mentioned the focus has been on realigning Global and Engagements safety implementation teams which has now been done.

4.1.4. Institute of Education, Arts and Community

The “Summary Table of Health and Safety Planning, Meeting and Reporting Activities” for Q1, 2025 was noted. Annual Plan to be submitted within the week. Birgit mentioned that there is a need for CPR, first aid and other training in IEAC and that the Institute needs a membership review. Birgit also mentioned that there needs to be more clarity on the definition of what a near miss is.

4.1.5. Institute of Health and Wellbeing

The “Summary Table of Health and Safety Planning, Meeting and Reporting Activities” for Q1, 2025 was noted.

Action: Outstanding reports from previous quarters to be submitted – R Polman

4.1.6. Institute of Innovation, Science and Sustainability

The “Summary Table of Health and Safety Planning, Meeting and Reporting Activities” for Q1, 2025 was noted. Shyh Wei reported that IISS have requested HSIT members to conduct regular walkarounds to ensure compliance as well as looking out for hazards. Shyh Wei noted that there is a lack of policies relating to field works and lab activities so it is difficult to enforce safety as a result. Paul requested that this be sent through as an email and to add as an action to track

Action: Send through details in email regarding lack of policies related to fieldwork and lab activities – Shyh Wei

4.1.7. TAFE

The updated “Summary Table of Health and Safety Planning, Meeting and Reporting Activities” for Q1, 2025 was noted. Darren reported the TAFE Executive team has commences learning/safety walks and that they have completed 7 to 8 since the start of 2025. Darren mentioned they have been worth while and gave examples of hazards that were identified. Darren reported that there has been a large uplift in the number of first aid certificates. The OH&S and Wellbeing award was awarded to the Building and Construction team with 75% of that team having completed first aid. Building and Construction apprentices are now issued with a formal notice and sent home if they don't have the appropriate PPE.

4.1.8 VCO

The "Summary Table of Health and Safety Planning, Meeting and Reporting Activities" for Q1, 2025 was noted.

Action: Ensure all reports are submitted and summary tables updated

4.2. PULSE Requests Data Report

Anandh provided an update on the Pulse request system, mentioning that instructions have been added for requesters to access comments on their requests. They are also working with the software provider to add this functionality to automated responses. Anandh highlighted the importance of addressing non-slip strips and HVAC issues. Anandh mentioned that Property and Infrastructure have been issuing safety awareness messages in Fed news.

4.3. Incident Reporting Data

Leah reported a reduction in incidents across the university, including student injuries. It was noted an increase in hand lacerations in cookery and the tech school which are leading the way and discussed the importance of addressing these issues.

4.4. WorkCover Claim Data

The WorkCover and Wellbeing report was noted. It was reported that there was 2 new Workcover claims, both of which have been rejected by the insurer after investigation. Leah mentioned we have low utilisation of EAP currently.

5. Other Business

5.1. Safety Walks

Leah shared a KPI dashboard that was created which is what will be completed and reported on in this meeting in relation to the KPIs that have been confirmed through VCST and to be sent out to members. It was suggested by Paul that Leah seek feedback from Darren Gray as TAFE Executive team have already started their Safety Walks. Leah to look at ways to digitise the safety walk feedback form. It was discussed that VCST members can include their leadership teams on these walks.

Action: Send KPI dashboard to VCST members – L Handford

Action: Seek feedback from Darren on safety walks – L Handford

Action: Digitise leadership walk feedback form – L Handford

5.2. Near misses for discussion

Leah shared the guidance for near misses which includes the difference between what a hazard and a near miss is and how you go about approaching each of these.

5.3. Review of PHSCT structure

Leah mentioned that we are trying to confirm the health and safety team structure and are yet to confirm the Institutes. Paul agreed to take on this action to confirm a structure for the institutes.

Action: Review of PHSCT structure - positioning of HSITs - P Oppenheimer

5.4. UHSPC Terms of Reference review

The UHSPC Terms of Reference were not addressed in this meeting.

Action: Send out UHSPC Terms of Reference – L Handford

5.5. University Level OHS Action Plan

Leah shared the University Level OHS Action Plan which includes all of the actions from last year's audit and discussions that have followed on. Leah noted that a large item is the critical risk workshops which was a requirement out of the audit.

5.6. Training for dealing with difficult conversations

Sam shared that at the CLXO PHSC the CLXO team discussed training for dealing with difficult conversations.

Action: Seek options for training – S Bartlett

Next Meeting (Quarter 2 – 2025)

The next meeting will be held on Tuesday 12 August 2025.