

GRIFFITH HEALTH GROUP HEALTH, SAFETY AND WELLBEING COMMITTEE MEETING

The 03/2024 meeting of the Griffith Health Group Health, Safety and Wellbeing Committee was held on Wednesday, 11 September 2024 from 10:00 AM to 12:00 PM via Microsoft Teams.

MINUTES 03/2024

Present	
Susie Head	Scott Tucker
Rachael Goulding	Clare Minahan
Karen Brunsden	Simon Somogyi
Yasmin Whitney	Lisa Cotterell
Jane Zamattia	Mark Forwood
Jennifer Dickson	Paulina Janeczek
Wendy Iverson	David Clarke
Tasha Langham	Amanda McGuckin
Rachel Yang	Victoria Yantsch (Presenter)
Shailendra Dukie	Michelle Prendergast (Presenter)
Paul Barnes	Anthony Flower (Presenter)
Apologies	
Linda Agnew	Ronak Reshamwala
Janine Thompson	Kyra Hamilton
Alison Wright	Rezaul Hasan

AGENDA ITEMS

Welcome, Safety Share and Apologies

1.0 The Chair started the meeting with Acknowledgement of Country.

The Chair welcomed attendees.

Safety Share

- Section 13.0 Element Updates was brought forward. It was discussed and agreed by members for meeting 04/2024 onward to combine these items (safety share and element contributions). Refer to Section 13.0 for 03/2024 meeting notes.

Apologies received by the Secretary, Rachael Goulding, were conveyed to the Committee.

Noted.

Acknowledgement of Country

2.0 Griffith University acknowledges the people who are the traditional custodians of the land, pays respect to the Elders, past, present, and emerging, and extends that respect to all Aboriginal and Torres Strait Islander people.

Declaration of Conflicts of Interest

3.0 No conflicts of interest were recorded.

Membership

4.0 No membership changes this quarter.

Noted.

Confirmation of Minutes

5.0 Previous minutes of the 02/2024 meeting held on Wednesday 19 June 2024 have been circulated. Confirmed.

CONFIRMED AND ENDORSED By Professor Shailendra Dukie (Chair)



Signed:

Dated: 18/09/2024

Presenters

6.0	10:30 AM	Anthony Fowler, Senior Manager, Chemical Safety, Health Safety and Wellbeing Topic: Petroleum and Gas – QLD Fuel Gas Regulations	Item 06.0
		Compliance Fact Sheet	Item 06.0.1
	10:45 AM	Victoria Yantsch, Deputy General Counsel, Griffith University Topic: Incident Management Teams (IMT) and Legal Professional Privilege	Item 06.1
	11:00 AM	Michelle Prendergast, Senior Project and Change Manager, Transformation Topic: Nathan Consolidation Update	Item 06.2

Action.

Share Compliance Fact Sheet – Petroleum and Gas and Nathan Consolidation Update PowerPoint with Committee members.

Chairs Report and Business Arising from the Last Meeting Minutes (June 2024)

7.0 The Chair provided the following updates to members

- Chemical safety is improving – the Chemical Inventory Management System (CIMS) is coming online, and assurance programs are in place (audits and inspections)
- Steady progress is being made with radiation safety
- Local compliance needs some work in the biosafety space – especially in relation to import permit conditions and refurb to spaces.
- The Psychosocial Hub has been established, and training with Clare Bartholomew is in place
- A Council KPI associated with safety maturity to align with ISO 4001/4003 is in place. An external audit will be conducted before the end of the year against the Hudsens Safety Maturity model.

Noted.

All items actioned from the 02/2024 HSW Committee meeting were acknowledged as complete or held over by Committee Members.

Agenda Items	Item	Action	Responsibility
6	Presentation – Psychosocial Hub	Discuss staff comments and feelings about workload pressures and fatigue with PVC. Update: Workload concerns and moral were discussed with the PVC and Health Executive Group. Group psychosocial	Shai Dukie

	<p>wellbeing is a major concern. This is a focus for the Health Group. Elements can invite Mike Powell and Clare Bartholomew to their local meetings to discuss concerns and strategies to move forward. The Group wish to thank Mike and Clare for their attendance at Health Element meetings and their support in navigating through psychosocial issues. Elements are welcome to connect with Susie and David to go through the 14 psychosocial hazards associated with the Code of Practice to acknowledge foundation practices and proactive strategies to assist local teams.</p>	
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Items for Discussion

9.0 HSW Standards

Managing Critical Risk Standard

[Items 09.0 – 09.1](#)

Managing HSW Assurance Activities Standard

[Items 09.2 – 09.3](#)

Action.

Members to contact Susie Head with critical risk topics.

10.0 Psychosocial Hazard Review

Poor Organisational Change Management

[Item 10.0](#)

Susie Head stepped out how to access the psychosocial hazards on the Psychosocial Hub, the process to review and analyse local team current strategies, identify hazards impacting work arrangements, proactive ways forward and reporting up to management.

Concern was raised that this self-serve model didn't give an avenue to report to management where systemic administrative, software or program limitations created the difficulties - that it would be the staff always accommodating system restrictions or expectations. It was highlighted that in the review of strategies all difficulties should be noted and discussed with supervisors to escalate as appropriate.

Refer to Instruction Sheet – How to Access Psychosocial Hazard Information on the GU Website [Item 10.1](#)

11.0 Health and Safety Report (inclusive of psychosocial update)

Documents were taken as read, with highlights and actions to be discussed

HSW Report September 2024

[Item 11.0](#)

Q2 Health Group HSW Plan Summary

[Item 11.1](#)

Action.

MDP Safety Walks need to be booked in. Susie Head asked Lisa Cotterell to book in time for the H&S Team to assist with walk throughs.

12.0 High Potential Incidents

[Item 12.0](#)

Document taken as read, with highlights and actions to be discussed

David Clarke provided the members with a verbal update on a recent High Potential – Fire in Student Locker (DOH). This was caused by a butane blowtorch used in the dental labs / clinics. A full investigation is underway with recommendations for the school.

Noted.

13.0 Tier 3 Element Update

Committee members provided an update on HSW activities or initiatives within their area

Formal reports provided by:

- TPH HSW Element Contribution Report [Item 13.0](#)
- SoAP HSW Element Contribution Report [Item 13.1](#)

TPH – Jane Zamattia and Paulina Janecek presented an update.

- New appointment being advertised – Senior Compliance Officer
- Safety walks have been occurring
- Focusing on safety practice and alternatives – elbow length gloves available and chemical / equipment
- Several members of the HSW team were mentioned as providing valuable support and thanked
 - Andrew Donald, Samantha Connell, Melissa Lombe, M Al_Mamun, Anthony Fowler, David Clarke and Susie Head.

PSY - Wendy Iverson spoke about the MG-NA move. They are in the clean up phase. The team is ensuring they continue to promote wellbeing initiatives to increase team moral during this time.

ANA - Mark Forwood spoke about the plastination project being at its final sign off stage. The facility will be able to open again soon. He also spoke about the importance of office space in N48 for the ANA Technical Officer.

Noted.

14.0 Student Representative Report

No Report

15.0 Audit Documentation

Nil

16.0 Resources

Tackling Mould – Poster [Item 16.0](#)
In an Emergency – Poster [Item 16.1](#)

Action.

H&S Committee Members to distribute and promote the 2 posters to be put up in the appropriate areas.

17.0 Policy Documents and Supporting Documents

Children in the Workplace Policy
Special Approver Procedure
Prevention and Control of Communicable and Notifiable Diseases Guidelines

Other Business

18.0 Other Business

- R U OK? Day '24 – Thursday September 12
- David discussed visit to UQ Clinic – Sharing knowledge and building relationships
- Shai Dukie spoke about parking issues and potential risk of using the pedestrian crossing near G16. Simon Somogyi responded to these concerns - work is in progress to look at a possible speed bump to slow down traffic, a traffic officer has been appointed and that parking issues should be escalated to Campus Support.
- Shai Dukie spoke about the barriers (temporary fencing) around G02/G16 and this impeded pedestrian traffic flow on Open Day with wheel chair access. Simon Somogyi advised this will be removed after the window Louvre issues in G16 have been fixed. This should occur by T1, 2025

19.0 Future Meeting Dates

November 20, 10-12pm

Distribution List

Professor Linda Agnew, Dean Academic, Health (Chair)
Ms Susie Head, Health and Safety Manager, Health
Mr David Clarke, Health and Safety Partner, Health
Ms Rachael Goulding, Health & Safety Administration Officer, Health
Ms Yasmin Whitney, Clinic Manager, Dental
Ms Jane Zamattia, Senior Technical Manager, Technical Partners, Health
Dr Paulina Janeczek, Technical Manager, TPH (Research, Technologies and Logistics)
Professor Kyra Hamilton, School of Applied Psychology
Ms Wendy Iverson, Executive Officer, School of Applied Psychology
Ms Lisa Cotterell, School Manager, School of Medicine and Dentistry
Dr Paul Barnes, School of Medicine and Dentistry
Ms Karen Brunsden, School Manager, School of Health Sciences and Social Work
Associate Professor Clare Minahan, School of Health Sciences and Social Work
Mr Scott Tucker, School Manager, School of Pharmacy and Medical Sciences
Professor Shailendra Dukie, Head of School, School of Pharmacy and Medical Sciences
Professor Mark Forwood, School of Pharmacy and Medical Sciences / Anatomy
Ms Alison Wright, Anatomy Facility Manager / School of Pharmacy and Medical Sciences
Ms Jennifer Dickson, School Manager, School of Nursing and Midwifery
Ms Janine Thompson, School of Nursing and Midwifery
Ms Rachel Yang, Menzies Health Institute Qld
Dr Ronak Reshamwala, MHIQ Representative
Mr Rezaul Hasan, Postgraduate Student Representative
Ms Amanda McCuckin, Director Griffith Health Clinics
Ms Tasha Langham, Snr Executive Officer PVC, Health

Invited

Mr Simon Somogyi, Facilities Manager (Gold Coast), Campus Life Corporate Services

For Information

Professor Julian Archer, Head of School, School of Medicine and Dentistry
Professor Ann Bonner, Head of School, School of Nursing and Midwifery
Professor David Neumann, Head of School, School of Applied Psychology
Ms Shayne Harries, School Manager, School of Applied Psychology
Professor Jim Woodburn, Head of School, School of Health Sciences and Social Work
Professor Sandie McCarthy, Dean (Research), Health Group
Ms Fran Humphries, Executive Assistant Dean Research Health Group
Ms Bethany Hunter, Tier 1 Health Safety and Wellbeing Committee Secretary

ACTION ITEM SUMMARY – MEETING 03/2024

Agenda Items	Item	Action	Responsibility	Due
6.0 (02/2024)	Presentation – Psychosocial Hub	Elements to consider inviting Mike Powell and Clare Bartholomew to their local meetings to discuss psychosocial concerns and strategies to move forward.	Committee Elements	20 Nov 2024
		Elements are welcome to connect with Susie Head or David Clarke to go through the 14 psychosocial hazards associated with the Code of Practice to acknowledge foundation practices and proactive strategies to assist local teams.	Committee Elements	20 Nov 2024
1-19	Health and Safety Minutes and meeting 03/2024 support documentation	Share all information presented with local committees and members.	Committee Elements	04 Oct 2024
6.0	Presenters	Share Compliance Fact Sheet – Petroleum and Gas and Nathan Consolidation Update PowerPoint with Committee members.	Rachael Goulding	20 Sept 2024
9.0	HSW Standards	Members to contact Susie Head with critical risk topics.	Committee Elements	20 Nov 2024
11.0	H&S Report	MDP Safety walks still need to be booked in. Susie Head asked Lisa Cotterell to book in time for H&S Team to assist with walk throughs.	Lisa Cotterell	20 Sept 2024
16.0	Resources	H&S Committee Members to distribute and promote the posters to be put up in the appropriate areas	H&S members	20 Sept 2024