

## GRIFFITH HEALTH GROUP HEALTH, SAFETY AND WELLBEING COMMITTEE MEETING

The 01/2024 meeting of the Griffith Health Group Health, Safety and Wellbeing Committee was held on Wednesday, 13 March 2024 from 10:00 AM to 12:00 PM via Microsoft Teams.

### MINUTES 01/2024

Present	
Susie Head	Leonardo Lucantoni
David Clarke	Scott Tucker
Rachael Goulding	Shailendra Dukie
Linda Agnew	Mark Forwood
Karen Brunsdon	Angie Galbraith (presenter)
Ronak Reshamwala	Lisa Cotterell
Yasmin Henk	Alison Wright
Jane Zamattia	Rachel Yang
Jennifer Dickson	
Apologies	
Nigel Robb	Janine Thompson
Clare Minahan	Paulina Janeczek
Wendy Iverson	Claire Stokes
Simon Somogyi	

### **AGENDA ITEMS**

#### **Welcome, Safety Share and Apologies**

- 1.0** Linda Agnew opened the meeting and welcomed attendees. Apologies received by the Secretary, Rachael Goulding, were conveyed to the Committee.

Susie Head gave an overview of what a safety share is.

Safety Shares for this meeting included:

- Student Guild Gold Coast have started a weekday mornings cereal bar to promote a good start to the day.
- BUPA Back and Posture assessments are now available for staff to book into.

***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 The Committee thanked the following members for their involvement with the Committee.

- Penny Parker, Acting Dental Clinic Manager
- Andrea Lerche, Senior Business Partner, HR
- Stephen Jiang, Postgraduate Student Representative
- Jim Woodburn, School of Health Sciences and Social Work
- Theresa Gaynor, Acting Anatomy Facility Manager / School of Pharmacy and Medical Sciences
- Elizabeth Conlon, School of Applied Psychology

The Committee welcomed the following members:

- Yasmin Henk, Dental Clinic Manager
- Shai Dukie as Deputy Chair to the Committee
- Clare Minahan, School of Health Sciences and Social Work
- Alison Wright, Anatomy Facility Manager / School of Pharmacy and Medical Sciences
- Claire Stokes, Acting Director, Griffith Health Clinics
- Kyra Hamilton, School of Applied Psychology
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Current vacancies:

- Postgraduate Student Representative


***Action.***

Promote and recruit student representative

**Confirmation of Minutes**

5.0 Previous minutes of the 04/2023 meeting held on Wednesday 18 October 2023 have been circulated. Confirmed.

**CONFIRMED AND ENDORSED By PROFESSOR LINDA AGNEW (Chair)**

Signed:  .....

Dated: 20.3.2024 .....

**Presenters**

6.0 10:40 AM Angie Galbraith, Associate Director – H&S Standards and Assurance, GU / HSW

Topic: HSW Standards

- Health, Safety and Wellbeing Policy [Item 06.0](#)
- Health, Safety and Wellbeing Management System Framework [Item 06.1](#)
- Demonstrating HSW Leadership and Commitment Standard [Item 06.2](#)

Angie Galbraith, Associate Director – H&S Standards and Assurance, GU / HSW

Topic: Chemical Safety Update [Item 06.3](#)

***Action.***

Elements to promote and discuss the above HSW Standards and Chemical Safety Update in their Tier 3 meetings.

**Business Arising from the Last Meeting Minutes (Oct 2023)**

**7.0** All items actioned from the 04/2023 HSW Committee meeting were acknowledged as complete or held over by Committee Members.

- Electrical Safety was discussed and is now closed. Refer to risk assessment GSafe #3999 that outlines controls that must be adhered to when using power boards.

**Noted.**

**Items for Discussion****8.0 Safety Maturity**

Health Group HSW Plan 2024 - Draft

Item 08.0

Committee agreed to plan contents with quarterly updates to be presented.

**Action.**

Susie to meet with school representatives to explain the process

**9.0 Health and Safety Report (inclusive of psychosocial update)**

Items 09.0 – 09.7

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

**Actions.**

1.15 N48 Occupancy and Building Concerns

Refer to link – Information relating to N13 Contamination [240207\\_2024 N13 contamination .pdf](#)

Linda to discuss asbestos concerns for occupants in nearby buildings in the next N48 working group meeting.

4.1 Training

Linda to discuss central funding options for the payment of H&S training module completions by sessional and casual staff with PVC and Provost.

**10.0 High Potential Incidents**

Item 10.0 – 10.2

**11.0 Incident Management Team - Project Venus**

Item 11.0

**12.0 Tier 3 Element Update**

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

12.1 TPH HSW Element Contribution

Item 12.1

**Noted.**

**13.0 Student Representative Report**

No student Representative at present

**Noted.**

**14.0 Audit Documentation**

- 2023 Building & Laboratory Access (Health Group) Internal Audit Final Report Item 14.1
- 2024 Annual Internal Audit Plan Item 14.2
- Electrical Safety Procedure Second Party Audit Report Item 14.3

**Noted**

**15.0 Resources**

Free Lithium-Ion Battery Safety Course

<https://www.openlearning.com/unswwshortcourses/courses/understanding-the-risks-of-lithium-ion-battery-systems/>

**16.0 Minutes**

- UBC Minutes 04\_2023 Item 16.1
- Tier 1 University HSWC Minutes 04\_2023 Item 16.2

**17.0 Policy Documents and Supporting Documents**

17.1 [Micromobility Device Standard](#)

17.2 [No Smoking Policy](#)

**Other Business****18.0 Discuss any other business arising**

- Improved Access to G16
- Lisa Cotterell raised the concerns with the new sessional system. The issues with the additional time taken to process and upload information is concerning. The other School Managers agreed.
- The members of PAM raised concerns about mould in health-occupied buildings and a lack of action from campus life. Areas expressed that they felt their requests were not being given due importance, especially in relation to staff health concerns. They also commented on the lack of provision of evidence that service updates have occurred. Other areas within Health agreed with these sentiments and observations.

**19.0 Future Meeting Dates**

June 19, 10-12pm

September 11, 10-12pm

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 Claire Stokes, Acting Director, Griffith Health Clinics  
Ms Yasmin Henk, Clinic Manager, Dental  
Ms Jane Zamattia, Senior Technical Manager, Technical Partners, Health  
Dr Paulina Janeczek, Technical Manager, TPH (Research, Technologies and Logistics)  
Ms Wendy Iverson, Executive Officer, School of Applied Psychology  
Ms Lisa Cotterell, School Manager, School of Medicine and Dentistry  
Professor Nigel Robb, School of Medicine and Dentistry  
Ms Karen Brunnsden, 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  
Professor Kyra Hamilton, School of Applied Psychology

***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 Sandy McCarthy, Dean (Research), Health Group

Chiara Coomber, Executive Assistant Dean Research Health Group

Tier 1 Health Safety and Wellbeing Committee Secretary

**ACTION ITEM SUMMARY - MEETING 01/2024**

Agenda Item	Item	Action	Responsibility	Due
4.0	Postgraduate Student Representative	Rachael to send EOI to Deputy HOSs Research, HDR and Postgraduate Avenues.	Rachael Goulding	02/2024 Meeting
		Promote the vacancy	Deputy HOSs Research, HDR and Postgraduate Support	
6.0	Presentation of Safety Documentation	Promote and discuss H&S Standards & Chemical Safety Update at next Tier 3 meetings <ul style="list-style-type: none"> <li>• Health, Safety and Wellbeing Policy <a href="#">Item 06.0</a></li> <li>• Health, Safety and Wellbeing Management System Framework <a href="#">Item 06.1</a></li> <li>• Demonstrating HSW Leadership and Commitment Standard <a href="#">Item 06.2</a></li> <li>• Chemical Safety Update <a href="#">Item 06.3</a></li> </ul>	Committee Members	30/04/2024
8.0	Safety Maturity	Susie to meet with school representatives to explain the H&S Plan process and how to track progress.	Susie Head	02/2024 Meeting
9.0	Health and Safety Report	1.15 N48 Occupancy and Building Concerns Linda to discuss asbestos concerns for occupants in nearby buildings in the next N48 working group meeting.	Linda Agnew	02/2024 Meeting
		4.1 Training Linda to discuss central funding options for the payment of H&S training module completions by sessional and casual staff with PVC and Provost.	Linda Agnew	02/2024 Meeting