

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

The 02/2024 meeting of the Griffith Health Group Health, Safety and Wellbeing Committee was held on Wednesday, 19 June 2024 from 10:00 AM to 12:00 PM via Microsoft Teams.

### MINUTES 02/2024

Present	
Susie Head	Scott Tucker
Paul Barnes	Shailendra Dukie
Rachael Goulding	Clare Minahan
Karen Brunsden	Simon Somogyi
Yasmin Henk	Lisa Cotterell
Jane Zamattia	Janine Thompson
Jennifer Dickson	Theresa Gaynor
Wendy Iverson	Kyra Hamilton
Claire Stokes	Roger Grimes (Presenter)
Mike Powell (Presenter)	
Apologies	
Linda Agnew	Alison Wright
Rachel Yang	Paulina Janeczek
Mark Forwood	David Clarke
Rezaul Hasan	Ronak Reshamwala

## **AGENDA ITEMS**

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

**1.0** Shailendra (Shai) started the meeting with Acknowledgement of Country.

Shai welcomed attendees.

Safety Share - Jane Zamattia (TPH) gave a Safety Share

- High Hazard Chemical Safety Improvement Initiative
  - The TPH team, supporting L&T, are currently implementing a new process whereby all Category 4 and above chemicals requiring Special Instructions (as required by Precautionary Statement P201 and indicated by risk assessment), be created.
  - ChatGPT and the SDS (Safety Data Sheet) are being utilised to assist with the creation of the special instructions, however document creators must review ChatGPT content to ensure all necessary instructions have been included.
  - These special instructions are then incorporated into staff preparatory documentation (resource statements) and uploaded to GSafe to enhance safety protocols for end users.
  - This initiative aims to uplift user safety and may also provide the Special Approver of chemicals with confidence that the risks have been understood, and that safety and prevention measures are in place upon the arrival of the product on-site.
  - There is still much progress to be made to ensure comprehensive coverage across the entire Group.
  - Example SDS and 'P201 Special Instructions Potassium Dichromate' attached (Item 1.0) to

share with chemical users in your areas.

- TPH Induction update – TPH (Research) have conducted 200 inductions, year to date, which exceeds the 2023 end of year total of 150. Thank you to Richard Lai for conducting these inductions.

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

- Nigel Rob, Medicine and Dentistry

The Committee welcomed the following members:

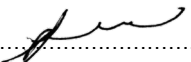
- Paul Barnes, Medicine and Dentistry
- Rezaul Hasan, Postgraduate Student Representative

**Noted.**

### **Confirmation of Minutes**

- 5.0 Previous minutes of the 01/2024 meeting held on Wednesday 13 March 2024 have been circulated. Confirmed.

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

Signed: .....  ..... Dated: 19 June 2024

### **Presenters**

- 6.0 10:30 AM Roger Grimes, Project Manager, Capital Works and Minor Project, Campus Life

Topic: Gold Coast Campus, Mould Remediation Project

Update

- This work provides pre-conditioned air which enables better humidity and dew point control for air circulation in the buildings. The air circulation supply will be on a scheduled arrangement with the aim to see a deduction in mould spores and growth.
- G01 Work are now completed and operational with minor defects to be completed.
- G05 Work is being commissioned on 20 June with a defect and operational period to follow.
- All ceiling tiles and attached services (fire protection units) will have been replaced as part of this project.
- The Committee thanked Andrew Donald, Griffith University Occupational Hygienist, for his assistance in review mould outbreaks and providing guidance on office occupancy and control measures.
- Staff are encouraged to reduce porous and organic material in their offices to reduce the likelihood of mould incidents.

10:45 AM Mike Powell, Director, Health Safety and Wellbeing, GU / HSW

Topic: Psychosocial Hub

Mike shared and summarized the Psychosocial Hub page with the Group

<https://griffith.edu.au.sharepoint.com/sites/HSW-hub/SitePages/Psychosocial-Hub.aspx>

#### Discussion

- The members acknowledged that this tool was welcomed to the pool of wellbeing resources; however, felt it is a peripheral addition with little improvement to be gained.
- Members expressed that pressure from the University Executive Group introducing new systems, budget pressures, loss of positions and staff creates more workload.
- Staff are tired and not enjoying their work.
- Mike acknowledged comments and encouraged areas to focus on what they could change locally and that a collective discussion be had with the Health Group Executive, with a summary of concerns raised with the University Executive.

#### Action

- The Chair of the Tier 2, HSWC to discuss staff comments and feelings with PVC and provide feedback at 03/2024 meeting.

### **Chairs Report and Business Arising from the Last Meeting Minutes (March 2024)**

#### **7.0** The Chair provided the following updates to members

- The University Chair stated they're thanks to the Groups for the uplift in H&S maturity and culture. An increase in reporting and identifying issues has been noted which is a positive indication of change. It was also noted that executive leadership is now more involved, supporting and driving this shift in awareness and action.
- Groups were also thanked for their contributions to Incident Management Teams (IMTs) that have occurred so far in 2024. This is a huge commitment, and everyone's participation is vital to ensure hazardous events are controlled.
- The Mt Gravatt campus relocation was flagged as a potential risk to staff psychosocially and physically. A risk profile will be completed on the exit planning and relocation and shared with members in the future. This topic will be kept on the agenda for future meetings to inform members of the relocation progress and to track staff wellbeing.

#### Action

- Include Mt Gravatt relocation as a regular meeting agenda topic.

All items actioned from the 01/2024 HSW Committee meeting were acknowledged as complete or held over by Committee Members.

- N48 occupancy and Building Concerns – Susie updated the group.
  - N13 asbestos finding has added delay with the demolition of the building. Campus life will keep occupants up to date on progress.

#### Noted.

### **Items for Discussion**

#### **8.0 Health Group Safety Maturity**

Health Group HSW Plan, Quarter 1, 2024  
Safety Maturity Action Plan, Quarter 1, 2024

Item 08.0  
Item 08.1

Susie shared and explained the HSW and Safety Maturity Action Plan.

- The Group is tracking well.
- Safety walks have commenced, testing and tagging is complete for 2023/2024 period and Line 1 inspections complete.

- Focus for Q3 and Q4 - plan to include a Psychosocial Hazard review at each HSW meeting, critical risk program for Health yet to commence and emergency response planning for Elements to begin.
- The Chair thanked the following staff for their involvement with chemical safety audit assistance – David Clarke, Richard Lai, Ruth Lambrechts, Paulina Janeczek and Leo Lucantoni

#### **Action**

- Susie to add Psychosocial Hazard review at each Tier 2 meeting.

### **9.0 HSW Standards**

Managing Chemicals Standard  
Managing Incident Standard  
Micromobility Device Standard

Items 09.0 – 09.1

Items 09.2 – 09.3

Items 09.4 – 09.5

Susie summarised the Standards with the members

Documents taken as read and to be promoted

#### **Noted.**

### **10.0 Health and Safety Report (inclusive of psychosocial update)**

Items 10.0 – 10.2

Documents taken as read and to be promoted

The HSW Report outlines performance against the HSW strategic goals for the year, summarises incident data including trending, reviews critical and emerging risks and outlines the assurance activities and findings.

Document highlights:

- Our focus continues to be on wellbeing, chemical, biological and radiation practices.
- All high hazard laboratory areas will be reaudited from July to December.

Campus	Location	Campus	Location
Gold Coast	G02 - Level 2 Research	Gold Coast	G16 - L3B Research
Gold Coast	G05 - L1 & L3 Teaching	Gold Coast	G39 - L4C Research
Gold Coast	G05 - L2C Research	Gold Coast	G39 - L4A Teaching
Gold Coast	G05 - L2A Research	Gold Coast	G40 - Anatomy Teaching
Gold Coast	G05 - L2B Research	Gold Coast	G40 - L9A Research
Gold Coast	G05 - Level 3 Research	Gold Coast	G40 - L9B Research
Gold Coast	G12 - L3A Research	Gold Coast	G40 - L9C Research
Gold Coast	G12 - L3B Research	Gold Coast	G40 - L5 & L6 Teaching
Gold Coast	G16 - L3A Research	Logan	L05 - L1, L2, L3 & L4 Teaching

- Risk Assessments must have a residual risk rating assigned.
  - The safety team will push back RA's that do not include a residual risk rating.
- Incident trends
  - The highest injury contributors in May were MDP, NRS and GHC.
  - NRS has the most injuries YTD (lacerations from opening ampoules).
- Dental Clinic Update
  - There are some great initiatives being considered to improve safety and management practice in the Dental Clinic.
  - Committee members endorsed the introduction of the Septodont Ultra Safety Plus System that has a protective cover that can be drawn down over the needle to allow the cartridge to be changed, as well a safety lock for disposal.
- Significant incident investigations will be formally reviewed through a new Post Incident Review process. This report will detail information on the incident, contributing factors and corrective actions to be undertaken. The report will be escalated to Group / Area Executive members to review and confirm

actions outlined are appropriate, will be effective and their inclusion supported by the Group.

- Training – promote completion of mandatory modules
  - NRS are the best performer from February to May with a 12% increase in completions.
  - PAM have dropped 15% during the same period.
  - Code of Conduct training for all staff will be rolled out over the coming weeks.
- Emergency Response Cover – Wardens and First Aid Officer's
  - Please contact Rachael if your areas can assist with vacancy cover.

**Noted.**

## 11.0 High Potential Incidents

Item 11.0

Documents taken as read

**Noted.**

## 12.0 Tier 3 Element Update

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

TPH HSW Element Contribution Report

Item 12.0

- Jane Zamattia would like to acknowledge of the tremendous body of work undertaken by Team-LPE related to chemical risk assessments. Their documentation is truly exceptional setting a high standard.
- Sarah Bydder revised and implemented controls for the use of Bunsen burners in teaching laboratory areas including gas tubing upgrade, heat silicone bench mats, specific safety induction including and an informational video for students to review before practicals. The quality of the presentation, filming, editing, and the content is outstanding. These controls have significantly improved safety measures for students and the Science Group is interested in either adopting or replicating the content created by Sarah. Please [click here](#) to see the video created by Sarah

SHS HSW Element Contribution Report

Item 12.1

**Noted.**

## 13.0 Student Representative Report

Nil

## 14.0 Audit Documentation

Nil

## 15.0 Resources

WHS Information Sheet - Hot desk hygiene for workers  
GU In an Emergency Poster

Item 15.0

Item 15.1

Documents taken as read and to be promoted

**Noted.**

## 16.0 Minutes

- Tier 1 University HSWC Minutes 01\_2024
- Tier 1 University HSWC Minutes 02\_2024

Item 16.0

Item 16.1

**Noted.**

## 17.0 Policy Documents and Supporting Documents

[Managing Biosafety and Biosecurity Risks](#) [Standard Safety Alert – Fire Hazard – Defective Power Boards](#)

Documents taken as read and to be promoted

***Noted.***

### **Other Business**

## 18.0 Discuss any other business arising

- Emergency Generator Connection and Testing – G01 /G05 /G12 /G24 /G25 – 2 July
  - Building lockdown likely due to power interruption to the whole building, lighting and critical services. Expected date 2 July. More information to come.
- Importation of Chemicals – Safety Data Sheets
  - Section 344 of the Work Health and Safety Regulations requires Griffith to obtain a Safety Data Sheet (SDS) before using any hazardous chemical for the first time.
  - All SDS must comply with Schedule 7 and include the name and Australian address of the manufacturer or importer.
  - The importation of hazardous chemicals by staff places the responsibility to provide an SDS on Griffith, (as the Australian importer).
  - The creation of an Australian SDS will cost the area \$180.00/chemical and is facilitated by CRS.
  - It should be considered a breach of s.344 for Griffith to use chemicals in the workplace if the supplier hasn't provided a compliant SDS. This carries 60 penalty points
  - Equally any Australian supplier must provide a compliant SDS, if they refuse then the area need to pay for one to be made.
- Chemical Waste Dates
  - 25<sup>th</sup> June, last day for chemical waste manifests to be presented to CRS@griffith.edu.au
  - 3<sup>rd</sup> July, chemical waste collection date Gold Coast campus

## 19.0 Future Meeting Dates

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)  
Professor Khyra 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

***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 02/2024**

Agenda Items	Item	Action	Responsibility	Due
1-18	Health and Safety Minutes and meeting 02/2024 support documentation	Share all information presented with local committees and members.	Committee members	31/07/2024
6	Presentation – Psychosocial Hub	Discuss staff comments and feelings about workload pressures and fatigue with PVC.	Shai Dukie	31/07/2024
		Provide feedback at next committee meeting	Shai Dukie	11/09/2024
7	Chairs Report	Include Mt Gravatt relocation as a regular meeting agenda topic	Susie Head	11/09/2024
8	Safety Maturity	Include a psychosocial hazard to review at each Tier 2 meeting	Susie Head	11/09/2024