

**UWS
School of Nursing
Occupational Health and Safety Committee Meeting**

Date: 10 April 2007

Venue: Hawkesbury Bldg G10

Meeting Opened: 3.15pm

Present: David Laughton, Vicki Osborne, Kathy Brown, Vivienne Rae

Apologies: nil

Minutes of the Previous Meeting: read and accepted VO, KB

Business Arising:

1. Vacant Positions

- a. EOI put out 2 weeks ago by Vicki for Parramatta and Hawkesbury. 2 nominations received from Parramatta – Vix Betihavas and Jane Koch. None from Hawkesbury. Further EOI for Hawkesbury to be sent out. **(VO)**.
- b. New lab manager at Bankstown, Mimi Howes, to be approached.
- c. Online training is not sufficient – outside training must be completed – 4 day course, \$627. Must book in or complete before attending any committee meetings. How will academics find the time? School must pay for the course - this must be done as John Daly would like an academic from each campus. Kathy Brown has list of course dates.
- d. Management representative still needs to be appointed to replace Julie Lantz.

2. Progress on inspections:

- a. More completed at Hawkesbury
- b. No Parramatta offices have been done
- c. CPU at Campbelltown now has added storage. VR to check of this has cleared significant crowding in preparation room. Outdated equipment needs to be signed off and picked up. In progress.
- d. Regan Jenkins has had an ergonomic inspection at Bankstown-recommended new chair, keyboard platform – to be ordered through DL.
- e. Bankstown photocopy area is now clear.
- f. Noted that many academic staff are hoarding outdated materials in offices. Need to clear away and remove objects stored on high shelves. A common problem across all campuses.

3. Airconditioning:

- a. Bankstown was fixed, but ‘falls down’ occasionally when temperatures extreme.
- b. Campbelltown Bldg 7 was recently inspected and claimed to be fixed. Still problems in some rooms. Capital works notified again.
- c. Hawkesbury not satisfactory during summer. Split systems make for uneven air-conditioning. A perennial problem.

4. Lifting Heavy Objects:

Locked trolleys at Parramatta can be accessed through Yukwon who will give the code to unlock the chains. There are adequate and accessible trolleys on all campuses. No further discussion required.

5. CPU Laboratory Risk Assessment

The protocol document has been sent to KMG; accepted with suggestion that the policy document title be removed and replaced with Clinical Practice Unit Risk Assessment. However this is not possible as it is a standard UWS Laboratory policy document. Suggestion that the title "Clinical Practice Unit" be prominently displayed in the Subject details section of the document with the activity information. This can then become a template document for all CPU academics to use with additional requirements where necessary for specific sessions.

6. Fire Warden Training – still to be checked.

7. BSL Biosafety re-accreditation 2007, for NT6 classes – VO to contact AMB to determine which month it needs to be done by.

8. Bathroom hygiene –

- a. Hawkesbury is disgusting (particularly in CPU labs) – urine on floors. VO has asked for extra cleaning. Plastic bag faecal disposal has stopped since summer school.
- b. Request for toilet signage to be sent up to UWS OH&S committee.
- c. Staff only toilets are not approved by VC. Students and staff should have access to all toilets in all buildings

Correspondence: nil

New Business:

- **CPU Sharps**

Needles still appearing in bins. Lyn has sent an email to all unit co-ordinators to notify casual staff to adhere to shoes and needle disposal policies. This is not just a problem of unsupervised classes.

- **NT5 Blood Bags.**

Unit co-ordinators did not inform casual staff that "blood" bags were not to be pierced. Hence Congo Red dye was spilt on 3 campuses. Removal of the bags with this dye is being organised through chemical waste disposal ASAP and new bags are being set up with vegetable dye.

- **CPU shoes:**

All skills labs have signage and consistent shoe regulations that all staff must enforce. David to disseminate the standards required for shoes in CPU labs to all casual staff to ensure compliance.

- **Unsupervised Skills practice sessions for NT units; including lack of record of attendance**

Committee recommends that with unsupervised practice, a record of attendance (sign in/out book) needs to be in place to ensure that students are recorded for safety/accident/evacuation purposes. It is not to be used as a means of checking on students' amount of practice. Request that Lyn and Cecily make a recommendation.

- **RA compliance in skills classes**

- As CPU skills classes are classified by the university as laboratories, they require LRA protocols. (Reclassification

is a matter for KMG/school board to discuss if this is desired).

- Committee to scan and disseminate the Responsibility - Section 3 of UWS Laboratory Safety Guidelines. This sets out the responsibility of all unit co-ordinators to have risk assessment documentation for their classes, and teaching staff RA responsibilities. Clinical staff already carry out RA.

- **Mould in class/conference rooms at Campbelltown**

A nursing staff member reported suffering severe breathing difficulties in Conference Room 5 Bldg 22 at Campbelltown after recent floods. Capital works and cleaning staff were contacted; decision was that yes there was a problem, but that the mould would dissipate with drying and that no further action would be taken. The matter was agreed to rest at that point.

VR reported that mould odour is an ongoing problem in lecture rooms in Building 10, affecting all faculty classes. This bothers some students and staff considerably. Others just tolerate it. VR will monitor this and report further if necessary.

- **Removal of Damaged Equipment (e.g. chairs)**

VO reported that removal of damaged equipment in classrooms at Hawkesbury is inadequate. Capital works does not seem to be completing these tasks and students are complaining.

- **Accident/injury notification.**

Staff should note that immediate completion of documentation/injury report should occur if any accident/injury occurs. Whoever fills out the form should send it to the injured worker's supervisor. This will be then forwarded to Injury Management of UWS OH&S. If too long a period elapses, Workcover will not guarantee your cover. It is in the interest of the worker to get this in place ASAP for timely management of medical issues and return to work.

Meeting closed: 4.50 pm

Next Meeting: 31st May, Campbelltown , Conference Room 2 Bldg 7, 1.30 pm.