# Health and Safety Committee Meeting

**Date:** 2.00 pm Wednesday 7 December, Room 101 Alan MacDiarmid Building

**Present:** Health & Safety Representatives
Belinda Pilcher (PVC International), Brett Challacombe-King (Disability Support Services), Catherine Galuzska (Research Office), Doug Drysdale (School of Psychology), Edwin Hermann (Information Technology Services), Jenny Chalmers (Campus Services), Kathryn Walls (TEU Member), Mani Nambayah (School of Geography, Environment and Earth Sciences), Mattie Timmer (School of Chemistry and Physical Sciences), Mike Playford (Faculty of Education), Pauline Castle (School of Law), Raymond Hutchison (Information Technology Services), Trevor Bradley (School of Social and Cultural Studies), Michael Gilchrist (TEU Organiser), Pam Blakemore (Communications and Marketing), Roger Cliffe (School of Engineering and Computer Science & Victoria Rescue)

**Specialist Advisors**
Marie Powell (Human Resources, Occupational Health Nurse), Jeff Munn (Campus Operations, Campus Safety and Risk Manager), Roy Bridge (Campus Operations, Fire & Emergency Coordinator), Ronnie Cowley (Campus Operations, Campus Safety Coordinator)

**Minute Secretary:** Lara Carson (Campus Operations, Administrator Safety and Risk)

**Chair:** Alan Hoverd (School of Biological Sciences)

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<td>1.1</td>
<td>Apologies were received from the following; Abbey McDonald (Nursing, Midwifery and Health), Michelle Golding (Student Academic Services), Alison Melling (School of Social and Cultural Studies), Marina Dobrovolskaya (Commerce and Administration Faculty Office), Deborah Walker (Communications and Marketing), David Bibby (Pro Vice Chancellor and Dean, Engineering, Science, Architecture &amp; Design) Amy de Boer (Faculty of Education), Sarah Dunstan (School of Linguistics and Applied Language Studies), Rainsforth Dix (Campus Services, Associate Director Campus Operations), Trudy Lagolago (Early Childhood Education</td>
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The following representatives were absent: Ray Brownrigg (School of Engineering and Computer Science), Vicki Thorpe (Faculty of Education), Matu Stevens (Maori Services), Terese McLeod (Te Kawa a Maui), Joanna Kidman (Te Kura Maori, Education), David Flynn (School of Chemical and Physical Sciences), Mark Shaw (Faculty of Architecture & Design), Daniel McNaughton (VUCEL)

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<td>1.2</td>
<td>The following representatives were absent: Ray Brownrigg (School of Engineering and Computer Science), Vicki Thorpe (Faculty of Education), Matu Stevens (Maori Services), Terese McLeod (Te Kawa a Maui), Joanna Kidman (Te Kura Maori, Education), David Flynn (School of Chemical and Physical Sciences), Mark Shaw (Faculty of Architecture &amp; Design), Daniel McNaughton (VUCEL)</td>
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## Actions from Health and Safety Committee meeting 2011

### 2.1

The Minutes of the meeting 5 October 2011 were confirmed as a true and accurate record.

## Business arising from Previous Minutes

### 3.1

Seismic Restraints: Patrick Homan met with Alan Hoverd (AH) about the securing of equipment in offices and labs. An assessment has taken place and AH is awaiting the audit results and an estimate of costs for the project.

### 3.2

Chemical Stores: Gordon Heeley has confirmed that the Wellington City Council conducts a check of all chemical stores and that VUW was last inspected 6 months ago, June 2011. Linda Chamberlin has also conducted an environmental compliance audit and we are awaiting the report.

## Accident Report (August – September 2011)

### 4.1

Ronnie Cowley (RC) presented the accident report attached to these minutes. He also stressed the need for reports to be submitted for accidents, incidents, near misses and vehicle accidents.

### 4.2

An annual report will be completed in early 2012 and the results will be presented to the committee at the next Health and Safety Meeting.

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<td>RC to prepare report</td>
<td>Next H&amp;S Committee meeting 1st February</td>
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## Emergency Preparedness

### 5.1

After recent earthquakes centred near Wellington, Roy Bridge reminded the committee to ensure their areas were prepared for a major event. This includes having a well-stocked emergency kit and water bottles, and having a household emergency plan with family members.
### General Business

**6.1** H&S Self Assessment, PWC H&S review, Investigation Policy, Health and Safety Policy: JM presented the report attached to these minutes. The recommendations for improvement and review would be incorporated into the Safety Improvement Programme for VUW. Also of note:

The Health and Safety Policy and Accident and Investigation Policy are under review. The H&S Committee were asked to submit recommendations by the 30th January 2012.

Health and Safety KPI’s would be incorporated into the role descriptions and appraisal processes for managers. RC and JM to draft 5 main areas which are due to be implemented by mid 2012.

The VUW Annual Self Assessment is scheduled to be completed by April 2012. RC would be formulating an audit programme that would focus on one area per month, and would begin with high risk areas.

A formal process has been introduced for post contract reviews. Formal Campus Operations meetings with Project Managers had been put in place to discuss works taking place and controls to manage risks.

**6.5** H&S Representative Training: Feedback was given about the Health and Safety Representative training conducted by the Council of Trade Unions in November. There was a positive reaction to the course, with participants describing the experience as interactive, fun and very useful. Another stage 1 course will be scheduled for early 2012. AH also asked who would be interested in stages 2 or 3, as a course may be able to be run in 2012. It was questioned how useful the upper stages would be for staff, as stage 2 and 3 are based on incident investigation and rehabilitation (roles that H&S reps are not heavily involved in). However there may be changes to the incident investigation process, and investigations may be increasingly carried out by reps and managers. The course outlines are available at [http://union.org.nz/health-and-safety](http://union.org.nz/health-and-safety).

The number of attendees was also discussed, as the charge to each cost centre is dependent on the number of participants. It was agreed that 12pax was a good number to have, which allows for adequate discussion time.

**6.6** Radiation Safety: A meeting was held between David Bibby, AH and RC to discuss the need for a Radiation Safety Officer at VUW. AH and RC are developing a role description for the position, which they are hoping to advertise as an academic role to provide specialised expertise. It was unlikely that a committee would be formed. The position will be advertised in 2012.

**6.7** Contractor site inductions for servicing and maintenance in laboratories or technical areas: AH raised the issue of contractors who are onsite on an ad hoc basis to service equipment in high risk areas. It was questioned whether a formal process should be put in place regarding who is permitted to call in contractors, and whether an induction checklist should be performed before allowing any contractor onsite. The science areas are a particular problem, as
contractors are currently able to access laboratories without attending an H&S induction. RC and AH will prepare an H&S induction similar to the one carried out by HR and develop a checklist for contractors to complete before starting any works.

6.8 Off campus activities: AH questioned whether communication devices used while conducting fieldwork should be standardised across the university. A conversation was held around the ‘pros and cons’ of VHF radios and satellite communication systems, and whether all areas should carry PLB’s (Personal Locator Beacons). It was questioned whether there was, or should be, a VUW policy around the issue and who would be responsible for funding. It was agreed that communication devices should be suitable for the activity taking place. AH will investigate what standards are currently being employed around the country.

6.9 Roading management: Near misses had been observed at the roundabout by Gate 7 on Kelburn Parade (near Culliford Drive). It was discussed whether the trees needed to be cut back to improve visibility, or whether a stop sign should be installed. Marie Powell and RC to visit area and identify hazards.

6.10 A special thanks was given to Michael Gilchrist for his contribution to the Health and Safety Committee. He is leaving to pursue a PHD and will no longer be a committee member. We wish him all the best.

Meeting closed 3.15 pm

Next Meeting: Wednesday 1 February, 1530hrs in AM102