Minutes of the Safety Consultative Committee Meeting
Massey University

5 June 2008, 1:00 p.m.
Rangitane Room, Bernard Chambers A

Present:
Anne Walker (AW) Chair – Office of the University Registrar
Professor Russ Tillman (RT) – HOD, Institute of Natural Resources
Anne Moretti (AM) – EXMSS representative
Karl Pearce (KP) – Vice President Welfare, MUSA
Pravin Kumar (PK) – Elected H&S Representative, Auckland (teleconference)
Don Thomas (DT) – Elected H&S Representative, College of Sciences
Ngaire Kirk (NK) – AUS Health and Safety representative
Al Nielson (AN) – Auckland Regional Health and Safety Committee chair (teleconference)
Paul Compton (PC) – Chair of Regional Registrars’ Committee

In attendance:
Doug Pringle (DP) – Manager – Health and Safety
Brian Best (BB) – Regional Health and Safety Advisor, PN
Cathy van der Vyver (CV) – Regional Health and Safety Advisor, AKL (teleconference)
Julie Lawn – Committee Secretary

John Tymkin (WN) – Wellington Regional Health and Safety Committee chair (difficulty connecting with teleconference).

1. Chairperson’s Welcome and Introductions
Members welcomed by Anne Walker, introductions carried out.

2. Apologies
Apologies: Theresa Parkin, Manager Environmental and Emergency Management, Wellington.
Paul Compton (left 2:15 p.m.)

3. Minutes of Previous Meeting
Minutes of previous meeting (27 April 2007) were moved as correct by RT/DT, and accepted as a true and accurate record of proceedings.

4. Matters Arising
   a. Stress information and process review – DP informed of agreement with AUS to use Professor Mike O’Driscoll from the University of Waikato to undertake a review of stress information provided to staff and managers. Prof O’Driscoll able to do this after August, able to make recommendations to AUS and University
management. BB suggested a short workshop for staff to raise awareness. KP queried process for students, DP noted students able to be referred to Student Counselling.

b. University-wide communication strategy – to be covered in Item 8.

c. Independent health survey proposal – DP noted that ACC have added cancer conditions to list of occupational hazards covered by compensation in Schedule 2, no further action required on this matter.

d. DP - at present neither group has advanced on changing question sets or undertaking further surveys, due to lack of resourcing and priority rating. Possible use of contractor to produce and run survey, and possibility of combining both Workplace Environment Survey and Staff Satisfaction survey into one survey were discussed as options. KP noted that after data analysis, recommendations for improvement should be made. This item is work in progress – important to draw concern of Committee to the data collection systems, and highlight urgency to respective sections of getting surveys completed. Committee have identified that existing surveys did not ask questions that assist managers in determining stress levels of staff.

e. Dangerous Goods cabinets for Auckland. CV noted difficulties in communicating with College of Sciences Institute Heads as based on other campuses. Is in progress, item to stay on agenda.

5. Notice of items for general business
Nil

6. Health and Safety Representatives

DP has raised the issue of not having elected reps on this Committee for Turitea, Hokowhitu and Wellington campuses with AUS. Response from AUS that lack of nominees is stress-related. RT noted that holding elections within an Institute takes a significant amount of time, particularly if ballot required. Committee members support DP in proposing to change election frequency to two yearly rather than yearly. DT noted extra time required to do job on top of usual role, and that formal recognition is required for those who undertake the role to raise the profile of health and safety representatives. RT noted that with changes to Hazardous Substances and New Organisms legislation, staff are appointed as laboratory managers and have extra responsibilities that also require formal acknowledgement.

AW – needs to be noted to the Vice Chancellor that this Committee supports formal acknowledgement of the health and safety representative role. It is a recommendation of this Committee to reiterate this and ask for a formal response from the Human Resources Section to concerns.

2007 Employee Participation Agreement currently with AUS awaiting sign-off by all Unions.
7. **Health and Safety Annual Report 2007**

DP provided overview of H&S Annual Report. RT noted benchmarking with other NZ Universities in regards to accident and injury data would be useful. DP to arrange with ACC to extract Massey University data and relate to similar data from other Universities. PC suggested averages be supplied, for example, the number of serious harm accidents per 5000 EFTS; DP to discuss with Joe Hollander, Strategic Facilities Management.

**Interim reports for regions 2008**

**Auckland** – Regional Health and Safety Committee meetings now bi-monthly. New staff orientation session initiative, includes health and safety, well received. 23% increase in incident occurrence, probably due to increased awareness of need for reporting. Two serious harm incidents, no increase in incidence of these. Problem with communication within College of Sciences as Heads of Institutes not based on campus. DP noted that as Human Resources do not provide staff induction, CVDV has led way in picking up health and safety induction for new staff by input into Auckland campus induction course. Noted by CVDV that there is a lack of consistency across departments in this area. Lack of health and safety induction will affect ACC WSMP audit outcomes.

**Palmerston North** – BB noted that accident forms are not always signed off by managers. Smoke free policy – work ongoing. Provision of compliant safety showers, eye wash stations, first aid rooms, and replenishment of first aid kits is ongoing. Some chemical cabinets are arriving and installation process is being looked at. Contractor permit systems are being redeveloped.

Number of serious harm injuries so far is half of that in 2006. Gaps identified in hazard management and registers, currently undertaking exercise for updating of hazard registers. Would like to see consistency between departments, and integration between recommendations and actions. With serious harm investigations, biggest problem is ensuring reporting to Dept of Labour is within 7 day time frame required, departments need to know what serious harm is, and who is responsible for actions and reporting. RT noted Regional Committee reviews reported near misses and accidents, and that RFM are doing a good job in fixing causes of slips and trips prior to a serious harm accident occurring.

**Wellington** - Regional Health and Safety Advisory Committee meets bi-monthly. Committee Chairperson is RFM Manager, John Tymkin. Committee meetings are generally attended by all members. All Colleges are represented on the committee.

Initiatives & issues discussed so far this year include: air monitoring in Library, monitoring of sick office, health and safety Orientation, After Hours Policy and Critical Incidents.

A total of 40 accidents/incidents/assessments have been listed onto PSE this year to date. Hazard reports and near miss incidents are generally reported via email. One
serious harm accident has been reported so far this year; this involved a fractured toe and was not investigated further by the Department of Labour.

A Fire evacuation drill has been held for each building on campus, as per legislative requirements. This was organized by Theresa Parkin and conducted by Safety First Ltd. These drills went relatively well, with minor improvements noted and reports distributed to all staff concerned.

The Department of Labour contracted the Wellington City Council to perform an inspection/audit of the HSNO Act and compliance at Massey University Wellington on their behalf.

On 15th April WCC were onsite to check on compliance with the HSNO regulations, type of storages, segregation of incompatible substances, signage, hazardous atmosphere zones, etc. Several minor compliance issues were noted and are being worked through with the respective colleges to ensure compliance is met.

The material for Wellington Health, Safety and Emergency Management WebPages has been completed by Theresa Parkin and are awaiting sign off from RFM

There was a marked improvement in interest with the H&S rep elections at the end of last year. Wellington campus gained several more elected H&S representatives, and now has H&S representatives in most departments on campus. Several have completed the appropriate H&S training so far this year.

Electrical testing of equipment has been launched on the Wellington Campus with the majority of the testing being coordinated by RFM. Equipment found in the computer labs are being tested and coordinated by Wellington ITS.

First Aid Training has been conducted when requested. Staff are being sent to public courses this year as there appears to be more flexibility for staff to attend public courses rather than the on-campus course. Staff have been sent on Site Safe training where applicable.

Ongoing Projects include: introduction of induction/orientation for new staff, Business Continuity plan, Wellington Campus Emergency Management Plan, table top emergency management exercise, and workplace & health monitoring

AW noted 2007 Annual Report received by Committee, goes to VCEC prior to this Committee, synopsis is tabled for Audit & Risk Committee of Council. Report went to main meeting, received with thanks, health and safety performance at Massey University pleasing, and represents good control system.


DP spoke to Health and Safety plan – raised with University management that there is a lack of clear health and safety planning in Investment Plan. Response was that health and safety is not the only area in which this has happened.
Particular items:

- the need to ensure upkeep of ACC WSMP audit standards.
- Series of “heads up” sessions to be run for senior managers re new website.
- There are ongoing concerns with radiation. Advertising for Radiation and Biological compliance officer unsuccessful, looking at alternative options.
- Health monitoring – work in progress.
- Optimisation of Service Delivery review to occur of Human Resources Section, and each region. DP preparing discussion document on this, important for feedback from Committee for areas omitted.

AM noted that students are mentioned as key clients, although not mentioned throughout plan. For 2009 plan, DP to send to student bodies prior to finalising plan.

9. ACC Internal Audit

DP spoke to audit reports, few differences noted from previous audits. Auckland internal audit tabled at Auckland Regional Health and Safety Committee meeting. External audit due end 2008. Can only expect to maintain primary standard at this stage.

10. Revised Health and Safety web site layout

DP spoke to new layout. Number of hits on site to be monitored. KP noted that no area for students had been included, recommended change to include this. RT – need to embed health and safety in management, concerned MU getting out of step with other major organisations with lack of emphasis on health and safety. NK noted there were areas of real risk, support RT’s concern.

DP noted that in submission to Vice Chancellor Designate has recommended that health and safety is factored into how Massey University defines itself. AW noted that health and safety is a legislative obligation of managers, and should be at front of mind of every manager. DT noted value of more customised training in specific areas as health and safety is often added on to other roles, making it difficult to keep up with changes. KP noted that with students, as they do not have line managers, the system may not work that well. AW noted previous discussion re development of 2009 plan providing opportunity for consultation and dialogue with student bodies.

AN – noted success of health and safety in University due to DP and staff involved in health and safety.

Meeting closed 2:50 p.m.
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<th>Action Item</th>
<th>Assigned to</th>
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<td>Reinforce existence of stress management pages on H&amp;S website.</td>
<td>DP</td>
<td>Ongoing</td>
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<td>Contact with Unions re involvement in the Pandemic Response planning.</td>
<td>HR Director</td>
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<td>2007</td>
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<td>Develop University-wide health and safety communication strategy</td>
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<td>Develop question sets for workplace satisfaction surveys</td>
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<td>Escalate Dangerous Goods cabinets purchase for Auckland campus</td>
<td>CV, DP</td>
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<td>Arrange with ACC for extraction of data relating to other Universities for benchmarking</td>
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<td>December 2008</td>
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<td>Discuss with Joe Hollander statistics available (TEFMA)</td>
<td>DP</td>
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<td>Ensure 2009 Health and Safety Plan sent for consultation to student bodies prior to finalising</td>
<td>DP</td>
<td>February 2009</td>
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<tr>
<td>“Student” information to be added to health and safety web site</td>
<td>DP</td>
<td>December 2008</td>
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