# acfr WHS Committee meeting AGENDA 2024/05

## Tuesday 8th October 2024

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| **Meeting URL:**  | <https://uni-sydney.zoom.us/j/81575139255?from=addon> |
| **Meeting ID:**  | **815 7513 9255** |

### Members:

### Ian Manchester (IM), (Chairperson), Graham Brooker (GB), Stefan Williams (SWi), Salah Sukkarieh (SS), Annette Karydis (AK), Viorela Ila (VI), Donald Dansereau (DD), Guodong Shi (GS), Mitch Bryson (MB), Andrew Hill (AH), Stewart Worrall (SWo), Matthew Geier (MG), Bridget de Pelleport (BdP), Keiran Parker (KP), Javier Martinez (JM), Lachlan Toohey (LT), Jason Webb (JW), David Hickling (DHi), Alex Lowe (AL), Khalid Rafique (KR), Jeremy Randle (JR)

**Other Attendees:** Vanessa Davie (VD), Steven Marker (SM), Jack Naylor (JNa)

### Apologies:

# Agenda

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| **#** | **Time[[1]](#endnote-1)** | **Items** | **Presenter** | **Paper[[2]](#endnote-2)** |
| **1** | 5 min | **Welcome and apologies** | ChairRelevant attendee |  |
| **Health, safety & wellbeing moment / share** |
| **2** |  | **Approve minutes of last meeting** | Chair |  |
| **3** | 10min | **Agreed Actions from ACFRs 2024 WHS Action Plan:** | VD  |  |
| **5** | 5min | **Incidents** |  |  |
| **6** | 10min | **Notifications** |  |  |
| **7** | 10 min | **Trips (field trips; site inspections, trials etc)** | WGLs |  |
| **8** |  | **Review of incidents and hazards**  |  |  |
| **9** |  | **Any other items** (including site visits to ACFR and functions) |  |  |
| Annually* **Training and induction review[[3]](#endnote-3)**
* **WHS performance review[[4]](#endnote-4)** incl. hazard/incident reporting and lead indicator reporting
 | As required* **SMS Audit** incl. review of actions and progress[[5]](#endnote-5)
* **Other business** related to WHS
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| Next meeting: 10th DECEMBER 2024 |

1. **Estimate a realistic time for each agenda item**

Calculate time needed for introducing the topic, answering questions, resolving different points of view, generating solutions, importance of the topic (prioritise) and consider the total amount of time available. This will enable participants to either adapt their comments to fit the time or suggest more time for an item or the entire meeting. [↑](#endnote-ref-1)
2. **Paper**

Indicate any reading required before the meeting, ideally attached to the agenda. [↑](#endnote-ref-2)
3. **Training and induction review**

Monitor training and induction completion rates of staff and HDR students against targets set by the University and/or Faculty/Schools. Review the Training Needs Analysis (TNA) on a yearly basis at least.

*Refer to Power BI Safety Dashboard* [↑](#endnote-ref-3)
4. **WHS performance review**

Set and monitor targets for hazard and incident reporting including hazard identification, responsiveness to incidents, near misses and hazards, and completion of corrective actions by target date (i.e. closing out tasks and records). Also set and monitor targets for lead indicator reporting.

*Refer to Power BI Safety Dashboard* [↑](#endnote-ref-4)
5. **Safety Management System (SMS) Audits**

<https://intranet.sydney.edu.au/services/safety-wellbeing/strategy-objectives/monitoring-safety-performance.html>

**\* Action assigned.**

Assigned actions to be implemented by the specified due date by members are described in red. [↑](#endnote-ref-5)