SCHOOL MEETING: Tuesday, 17 July 2012, 1:00pm – 1:30pm

Professor Jenny Strong chaired the meeting in the absence of the HOS.

OHS updates, presented by Venerina Johnston (VJ) and Gary Wilson (GW)

- SHRS OHS audit will be held on Tuesday, 28 August 2012.
- Risk Assessments for the school have improved. The database is growing rapidly, GW and VJ issued hits and tips on the using and navigating around the database.
- An internal audit of the Emergency Procedures signs has been undertaken. Updated signs are now been distributed. Names of fire wardens, first aid officers, and emergency numbers were known by the majority of staff members in attendance at meeting.
- GW and VJ will be visiting all divisions to assist with any outstanding issues.
- See attached presentation.

Students’ Clinical Placements in Vietnam

- Students from Physio, Speech and OT spoke about their clinical placement experience in Vietnam. They spent 5 ½ weeks visiting remote villages, school and clinics.
- During their clinical placement they ran workshops and worked closely with local teachers, carers/parents.
- Communication through an interpreter was necessary but successful results were achieved.
- Students set-up playgrounds areas for students.
- Further information can be obtained via Professor Jenny Strong

School Meetings dates for August to December 2012. Please note in your diary, the Research Themes’ Showcases will directly follow the meetings in August, September and October.

<table>
<thead>
<tr>
<th>Date</th>
<th>1:00-1:30pm</th>
<th>1:30 – 2:15pm Research Theme Showcase</th>
<th>2:15 - 3:00pm Research Theme Showcase</th>
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</thead>
<tbody>
<tr>
<td>Tues, 21 Aug</td>
<td>Staff meeting</td>
<td>Participation &amp; Disability</td>
<td>-</td>
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<tr>
<td>Fri, 21 Sept</td>
<td>Staff meeting</td>
<td>Neuroscience &amp; Rehabilitation</td>
<td>Professional Education &amp; Practice</td>
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<td>Mon 22 Oct</td>
<td>Staff meeting</td>
<td>Healthy Start to Life</td>
<td>Ageing</td>
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<tr>
<td>Tues, 20 Nov</td>
<td>Staff meeting</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Fri, 14 Dec</td>
<td>Staff meeting</td>
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For further information on any of the Themes, please contact one of the Leaders:

Participation & Disability (Worrall/Chien)
Healthy Start to Life (Ziviani.Lewis)
Neuroscience & Rehabilitation (Hodges/Wilson)
Professional Education & Practice (Rodger/Chipchase)
Ageing (Brauer/Angwin)
SHRS - OHS Update

17th July, 2012

1. Who is the building fire warden for your building (SHRS/Seddon)?

2. Who are first aid officers for SHRS?

3. In the event of an emergency, do you contact 000 or security?

(answers on last slide)
Risk assessments  UQ HUPP Policy:
2.10.8 Risk Assessment and Management Policy

When should they be done?

• Now, if it has not been done before eg home-based assessments
• When any new work is planned including laboratory/workshop/course work
• When planning or making a significant change
• After an incident
• At regular intervals appropriate to the nature of the workplace and the hazards present
• When legislative obligations/regs change
Risk assessments

All risk assessments must be signed off by the relevant supervisor – to enable them to be active and accessed by other staff and students. It is possible to view who has read/viewed the assessment.

Only the ‘author’ of the risk assessment can make changes online. However, the ‘author’ can create WORD doc.
35821: Fieldwork and Off-campus home-based assessments

Task ID: 35821
Last Modified by venerina Johnston on 13 Jul 2012 07:27

Task Name: Fieldwork and Off-campus home-based assessments
Author: Johnston, venerina (uqijohns)

Campus: St Lucia
Faculty/Division: Fac - Health Sciences
School/Centre: School of Health and Rehabilitation Sciences (SHRS)

Workplace: Various homes and centres within Brisbane metropolitan area

Supervisor: Hickson, Louise (stlhicks)
Status: Not Approved

Date Approved:
Supervisor Notes:

Audited:

Email Task Information to...

View/Print Summary    View/Print All
Create a Word Document
In the event of an incident...

- Complete the online incident report (Goal – signed off by HOS <2wks)
- Adverse events during research must be reported to research ethics AND complete online incident report
- Serious events **MUST** be reported to Safety Coordinator, OHS unit and HOS
- Depending on severity and likelihood of recurrence, serious incidents **MUST** be fully investigated
Visiting staff, new equipment

All equipment brought on site MUST be tested for electrical safety (or have current safety tag)

Dion is registered to do this outside the annual T&T times

This includes visiting staff who bring equipment, replacement equipment, borrowed equipment

**Electrical Medical Equipment** (used in diagnostics and patient treatment or therapy) have additional test requirements. Please check with Dion to determine if equipment used in teaching / research qualifies
Next step

Visit each division to outline OHS responsibilities of academics & researchers

Gary will distribute Emergency Procedures notices for your office

Visits with research lab and clinics staff

Contact us on:

Venerina  v.johnston@uq.edu.au
Gary  gwilson@hms.uq.edu.au
Answers

Who is the building fire warden for your building (SHRS/Seddon)?

    SHRS – Wayne Wilson
    Seddon - Fiona Lewis

Who are first aid officers for SHRS?

    Amy Fagan, Mel Hoyle

In the event of an emergency, do you contact 000 or security? Security 24hrs x53333