

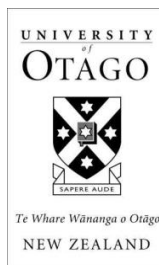
Health and Safety Committee

Venue - Committee Room North, First Floor, Clocktower Building



22 March 2024 11:00 AM - 12:30 PM

Agenda Topic	Presenter	Page
Agenda		1
Part 1 - Open Committee		
1. Terms of Reference and Constitution 2024 To receive the Terms of Reference and Constitution for 2024.	Decision	2
2. Minutes To confirm Part 1 of the Minutes of the meeting of the Health and Safety and Ethics Compliance Committee held on 24 November 2023.	Confirmation	4
3. Exclusion of the Public To approve a motion under Section 48 of the Local Government Official Information and Meetings Act 1987, that the public be excluded from the specified parts of the proceedings of this meeting.		6



HEALTH AND SAFETY COMMITTEE

Terms of Reference

To review and recommend to the University Council on all matters relating to health and safety, including related statutory compliance.

To ensure that the University Council is regularly provided information in order that its members:

- (a) are kept up to date with knowledge of work health, safety and wellbeing matters;
- (b) maintain an understanding of the operations of the University, and generally of the hazards and risks associated with those operations;
- (c) can be satisfied the University has in place, and is using, appropriate resources and processes:
 - (i) to eliminate or minimise health and safety risks; and
 - (ii) for complying with its other Health and Safety duties and obligations
- (d) can be satisfied that the University has appropriate processes in place for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information; and
- (e) can verify the provision and use of the resources and processes referred to in paragraphs (c) and (d)

Constitution

The Constitution of the Health and Safety Committee shall be as follows:

One lay member of the University Council (*Convener*)
Two further members of the University Council
Deputy Vice-Chancellor (Research & Enterprise)
Pro-Vice-Chancellor, Health Sciences
Pro-Vice-Chancellor, Sciences
Chief Operating Officer

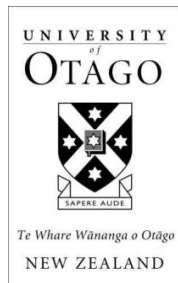
In attendance

Convener, Hazardous Substances and Radiation Committee
Director, Property and Campus Development
Director, Health and Safety and Wellbeing
Director, Human Resources Division

(Convener appointed by Council)

Membership

2024	Mr F B Barton (<i>Convener</i>)	Lay member of the University Council
	Mr M Brunton	University Council
	Ms P A Oakley	University Council
	Professor R J Blaikie	Deputy Vice-Chancellor (Research & Enterprise)
	Professor R J Barker	PVC Sciences
	Professor N Gemmell	Deputy PVC Health Sciences
	Mr S W Willis	Chief Operating Officer
	<i>In attendance</i>	
	Professor Lyall Hanton	Convener, Hazardous, Substances and Radiation Cttee
	Mrs T Syddall	Director, Property and Campus Development
	Ms A H McMillan	Director, Health, Safety and Wellbeing
	Mr K J Seales	Director, Human Resources Division



HEALTH AND SAFETY AND ETHICS COMPLIANCE COMMITTEE

**Minutes of a Meeting of the Health and Safety and
Ethics Compliance Committee**

24 November 2023

Present Mr F B Barton (Convener), the Pro-Chancellor, Professor N Gemmell, Ms M L Lethaby and Mr S W Willis.

Apologies Professors R J Blaikie and R J Barker

In attendance Associate Professor T Hore (Convener, Institutional Biological Safety Committee), Ms C King (Senior Manager, Change Management Unit) on behalf of the Director, Human Resources, Ms T Syddall (Director, Property and Campus Development), Mr G K Witte (Nominee of the Human Ethics Committees Conveners), Hon Dr D Clark (Registrar and Secretary to the Council) and Ms S Kearney (Deputy Secretary to the Council).

Part 1: Open Committee

1. Minutes

Part 1 of the minutes of the meeting of the Health and Safety and Ethics Compliance Committee held on 1 September 2023 were confirmed.

2. Exclusion of the Public

The Committee

APPROVED a motion under Section 48 of the Local Government Official Information and Meetings Act 1987, that the public be excluded from the remaining parts of the proceedings of the meeting as appended to these minutes.

2. Exclusion of the Public

The Convener moves that the public be excluded from the whole of the proceeding of this meeting/the following parts of the proceedings of this meeting, namely, —

- Item 3 Part 2 of the Minutes of the meeting of the Health and Safety and Ethics Compliance Committee held 1 September 2023.
- Item 4 Action Follow-up Register
- Item 5 Strategic Risk Report
- Item 6 Reports from Committees
- Item 7 Health and Safety Compliance Reports, Critical Health and Safety Risks, Hazardous Goods Project
- Item 8 Wellbeing Support Report

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows: -

General Subject	Reason for passing this resolution	Ground under Section 48(1)(a) for the passing of this resolution
Items 3 - 8 Confidential Minutes and Reports	Good reason for withholding information under the Official Information Act	Section 48(1)(a)(ii)

This resolution is made in reliance on Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Sections 6,7 and/or 9 of the Official Information Act 1982 (except Section 9(2)(g)(i)) as the case may require. The interests which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows (all references are to Section 9 of the Official Information Act):

Item 3	Pt 2 of the Minutes of the meeting of the University Council held on 1 September 2023.	s9(2)(a), (i), and (k)
Item 4	Action Follow Up Register	s9(2)(a), (i), and (k)
Item 5	Strategic Risk Report	s9(2)(a), (i), and (k)
Item 6	Reports from Committees	s9(2)(a), (ba)
Item 7	Health and Safety Compliance Reports, Critical Health and Safety Risks and Hazardous Goods Project	ss 9(2)(a), (ba) and (c)
Item 8	Wellbeing Support Report	s9(2)(a), (ba)

AND THAT Professors L Hanton, D Schwenke, Associate Professor T Hore, Mr K J Seales, Ms A McMillan, Mrs T Syddall and Mr G Witte be permitted to remain at this meeting after the public has been excluded because of their knowledge of the matters to be discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because it relates to aspects of the administration and/or knowledge of specific capital projects of the University of Otago for which these people are responsible. The Registrar and Secretary and the Deputy Secretary to the Council are also permitted to remain at the meeting so as to provide secretarial support and advice.

3. Exclusion of the Public

The Convener moves that the public be excluded from the whole of the proceeding of this meeting/the following parts of the proceedings of this meeting, namely, —

Item 4	ISO 45001 Audit Update
Item 5	Part 2 of the Minutes of the meeting of the Health and Safety and Ethics Compliance Committee held 24 November 2023.
Item 6	Action Follow-up Register
Item 7	Strategic Risk Report
Item 8	Report from Committee – Hazardous Substances and Radiation Committee
Item 9	Health and Safety Compliance Reports and Critical Risks
Item 10	Wellbeing Support Report
Item 11	Convener’s Business

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows: -

General Subject	Reason for passing this resolution	Ground under Section 48(1)(a) for the passing of this resolution
Items 4 - 11 Confidential Minutes and Reports	Good reason for withholding information under the Official Information Act	Section 48(1)(a)(ii)

This resolution is made in reliance on Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Sections 6,7 and/or 9 of the Official Information Act 1982 (except Section 9(2)(g)(i)) as the case may require. The interests which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows (all references are to Section 9 of the Official Information Act):

Item 4	ISO Audit Update	ss9(2)(a), (i), and (k)
Item 5	Pt 2 of the Minutes of the meeting of the University Council held on 24 November 2024	ss9(2)(a), (i), and (k)
Item 6	Action Follow Up Register	ss9(2)(a), (i), and (k)
Item 7	Strategic Risk Report	ss9(2)(a), (i), and (k)
Item 8	Report from Committee – Hazardous Substances and Radiation Committee	ss9(2)(a), (ba)
Item 9	Health and Safety Compliance Reports and Critical Risk	ss 9(2)(a), (ba) and (c)
Item 10	Wellbeing Support Report	ss9(2)(a), (ba)
Item 11	Convener’s Business	ss9(2) (ba)

AND THAT Mr K J Seales and Ms A McMillan, be permitted to remain at this meeting after the public has been excluded because of their knowledge of the matters to be discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because it relates to aspects of the administration and/or knowledge of specific capital projects of the University of Otago for which these people are responsible. The Registrar and Secretary to the Council and the Deputy Secretary to the Council are also permitted to remain at the meeting so as to provide secretarial support and advice.