

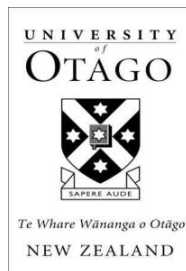
Health and Safety Committee

Venue - Committee Room North, First Floor, Clocktower Building



21 June 2024 11:00 AM - 12:30 PM

Agenda Topic	Presenter	Page
Agenda		1
Part 1 - Open Committee		
1. Minutes	Confirmation	2
To confirm Part 1 of the Minutes of the meeting of the Health and Safety Committee held on 22 March 2024.		
2. Exclusion of the Public		4
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.		
3. Next Meeting		
The Health and Safety Committee is scheduled to meet next on 13 September 2024.		



HEALTH AND SAFETY

Minutes of a Meeting of the Health and Safety Committee

22 March 2024

- Present** Mr F B Barton (Convener), the Pro-Chancellor, Professor R J Barker
Mr M Brunton and Mr S W Willis.
- Apologies** The Chancellor, Professors R J Blaikie and N Gemmell
- In attendance** Ms A McMillan (Director, Health, Safety and Wellbeing), Mr R Wilks
(Acting Director, Property and Campus Development) Mr K J Seales
(Director of Human Resource), Hon Dr D Clark (Registrar and Secretary to
the Council) and Ms S Kearney (Deputy Secretary to the Council).
- Welcome** Mr M Brunton was welcomed to their first meeting of the Committee.

Part 1: Open Committee

1. Terms of Reference, Constitution and Membership for 2024

The Committee's Terms of Reference, Constitution and Membership for 2024 were received and noted changes to the Committee's Terms of Reference and name (formerly known as the Health, Safety and Ethics Compliance Committee).

Given the new structure and name change, the Committee agreed that management are required to ensure that systems, reporting structures and websites are updated accordingly.

2. Minutes

Part 1 of the minutes of the meeting of the Health and Safety and Ethics Compliance Committee held on 24 November 2023 were confirmed.

3. 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.

3. Exclusion of the Public

The Convener moved 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 Health and Safety System Audit - 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, Mr R Wilks, Ms A McMillan and for Item 4 – Mr A Wills, 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.

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 Committee held 22 March 2024
- Item 4 Action Follow-up Register
- Item 5 Strategic Risk Report
- Item 6 Health and Safety – Deep Dive Reports, Annual Health, Safety and Wellbeing Report and the Health and Safety Compliance Report
- Item 7 Wellbeing Support Report
- Item 8 Report from Committee – Hazardous Substances and Radiation Committee
- Item 9 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 3 - 9 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 22 March 2024	ss9(2)(a), (i), and (k)
Item 4	Action Follow Up Register	ss9(2)(a), (i), and (k)
Item 5	Strategic Risk Report	ss9(2)(a), (i), and (k)
Item 6	Health and Safety – Deep Dive Reports, Annual Health, Safety and Wellbeing Report and the Health and Safety Compliance Reports	ss 9(2)(a), (ba) and (c)
Item 7	Wellbeing Support Report	ss9(2)(a), (ba)
Item 8	Report from Committee – Hazardous Substances and Radiation Committee	ss9(2)(a), (ba)
Item 9	Convener’s Business	ss9(2) (ba)

AND THAT Professor L Hanton, 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.