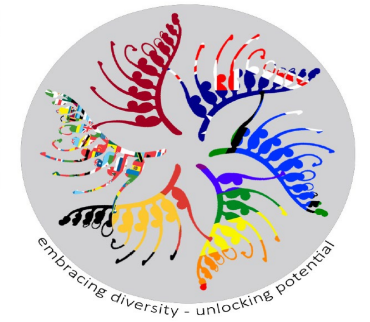


Department of Biological Sciences

Dept meeting 5th November 2019



Agenda

- Health & Safety – Simon
- HoD Update - Michelle
- Your Say Survey 2019 - Michelle
- Admin Update - Sharyon
- Research – Andy
- Industry Engagement - Grant
- This & that

We acknowledge and pay respect to the Traditional Custodians and Elders of the lands on which our university is located

AFTER HOURS OR WORKING ALONE (AHWA) | GUIDELINE

1 PURPOSE

To ensure adequate health and safety risk controls are established where workers work outside the Macquarie University (MQ) core working hours; or work alone at any time.

Policy hierarchy	MQ Health and Safety Policy
Other resources	MQ Health and Safety Wiki , MQ Safety at Work MQ Research – Ethics, Integrity and Policies
Associated documents	FSE AHWA Approval Form (Appendix A) FSE Shutdown Period Access Request Form (Appendix B) FSE AHWA Approval Flowchart (Appendix C)

2 SCOPE

This guideline applies to all MQ Faculty of Science and Engineering (FSE) workers, and may be used to control the activities of workers, students, honorary associates, visitors and others at MQ FSE workplaces or undertaking MQ FSE endorsed activities.

The [Core Business Hours Policy](#) establishes the minimum levels of support provided for the safe operation of Macquarie University teaching, research, support services and facilities. All MQ facilities are covered by the [Facilities Usage Policy](#).

This guideline does not address:

- Fieldwork: See [Staff Portal - Fieldwork](#)
- Issues of flexi-time, overtime, or other paid work matters
- Contractors: See [Contractors](#) website

No access will be granted to FSE laboratories during the MQ shutdown period (typically 25 December to 1 January inclusive). Exceptions (for maintenance, animal care, etc.) must be approved in advance by the Executive Dean (or delegate)

After Hours and Work Alone

Department of Biological Sciences Guidelines (November 2019)

Definition of after hours: Week Days 10pm to 7am

Weekends & Public Holidays 6pm to 8am

	Time	Requirement	Approval time	Process
Offices	10 pm –7 am weekdays	<ul style="list-style-type: none"> Academic supervisor approval 	maximum 1 month	<ul style="list-style-type: none"> Contact campus security to notify arrival and departure Do not work alone*
	6pm – 8am weekends/public holidays	<ul style="list-style-type: none"> Academic supervisor approval 	maximum 1 month	<ul style="list-style-type: none"> Contact campus security to notify arrival and departure Do not work alone*
Laboratories	7pm – 10pm weekdays	<ul style="list-style-type: none"> Academic and lab supervisor(s) approval 	maximum 1 month longer requires HoD approval	<ul style="list-style-type: none"> Complete a risk assessment Do not work alone*
	10pm – 7am weekdays	<ul style="list-style-type: none"> Academic and lab supervisor(s) approval HoD approval 	maximum 1 week longer than 1 week requires additional ExecDean’s approval	<ul style="list-style-type: none"> Complete a risk assessment Complete FSE after hours and Working Alone Approval form Contact campus security to notify arrival and departure Do not work alone*
	8am – 6pm weekends/public holidays	<ul style="list-style-type: none"> Academic and lab supervisor(s) approval HoD approval 	maximum 1 month	<ul style="list-style-type: none"> Complete a risk assessment Complete FSE after hours and Working Alone Approval form Contact campus security to notify arrival and departure Do not work alone*
	6pm – 8am weekends/public holidays	<ul style="list-style-type: none"> Academic and lab supervisor(s) approval HoD approval ExecDean’s approval 	maximum 1 week	<ul style="list-style-type: none"> Complete a risk assessment Complete FSE after hours and Working Alone Approval form Contact campus security to notify arrival and departure Do not work alone*

After Hours and Work Alone

Department of Biological Sciences Guidelines (November 2019)

Definition of after hours: Week Days 10pm to 7am

Weekends & Public Holidays 6pm to 8am

Work with class 3B and 4 lasers – additional MQ Laser Safety Officer approval required

All written approvals and documents need to be sent to the Department Manager

- **If working alone (**alone working means out of sight and/or hearing of someone else**), Working alone [guideline](#) applies. Working alone will only be approved in exceptional circumstances.**

You will need to:

- Complete a risk [assessment](#)
- Complete FSE after hours and Working Alone Approval form
- Obtain specific supervisor approval
- Obtain written approval from BioSci WHS committee chair, HSR, Department Manager then HoD
- Contact campus security to notify arrival and departure
- Contact supervisor to notify arrival and departure

No approval will be given for after hours and working alone for **high risk** tasks such as working with isotopes or Gamma Irradiator, or working with large animals

Communication tools to be used in conjunction with FSE guideline for example: WhatsApp groups, supervisor notifications (text messages, calls etc)

An accompanying person who is authorised (and inducted) to be in the same laboratory.
For further information refer to the Faculty After Hours or Working Alone (AHWA) Guideline

After-hours/ Alone Risk Level	Approval required	Example(s)
Low	No approval necessary if within opening hours of building/office space.	Administrative-type work e.g. office, library, study area or computer laboratory MQ Observatory minor configuration changes (eg filter or camera change)
Medium	<p>Staff - Approval is necessary but no supervision is required. HDR student – Approval by the Academic Supervisor is required. Competency will be considered on a case by case basis. Depending on an assessment of risk of the experiments as well as experience and competency, a buddy system may be required.</p> <ul style="list-style-type: none"> • The operation of class 3B lasers will require approval through the MQ Laser Safety Officer. Visit the Laser Safety website. <p>Approval by Head of Department/School/Unit (or higher)</p>	<ul style="list-style-type: none"> • Administrative-type work outside opening hours of building/office space • MQ Observatory major configuration changes (eg telescope or counterweight removal of reconfiguration) – after hours only if necessary • Work with chemicals assessed as low risk e.g. buffers in a lab environment where access to materials or equipment of greater risk is prevented • Use of biological materials, including RG1 – RG2 microorganisms and genetically modified organisms in the appropriate laboratory (general, OGTR certified or DAWR regulated). • Feeding and watering of animals, where the worker does not enter pens or handle the animals • Sample deposit and retrieval from cryogenic storage rooms with air monitoring alarms and no handling of cryogenic substance. Buddy system is mandatory for this activity • Work with small volumes of hazardous substances where the risk is assessed medium • Work in class 3B laser laboratories

<p>High</p>	<p>Staff - Approval and supervision/buddy system required** HDR – Approval and supervision required</p> <ul style="list-style-type: none"> • The competency of the worker is considered on a case by case basis. • Supervision is by a competent, authorised person who is present at the workplace. • The risks must be controlled to the lowest level achievable. • The operation of class 4 lasers will require approval through the MQ Laser Safety Officer. Visit the Laser Safety website. <p>Approval by Head of Department/School/Unit (or higher)</p>	<ul style="list-style-type: none"> • Work in class 4 laser laboratories • Handling a large animal / entering a pen • Handling venomous or infectious animals • Work with high risk power tools • Entry into -20 (and lower) freezer rooms • High Risk Hazards listed in AS2243.1 (see section 4.4 below) as long as, when risk assessed they are not assessed as 'Very High (Extreme)' risk, according to the Activity Safety Risk Assessment template in the Assessments, SWI and Procedures section of the MQ H&S Wiki
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Priority is to complete paperwork and approvals for all those requiring access over xmas period

All those requiring after hours access will need to sort approvals out by early in new year

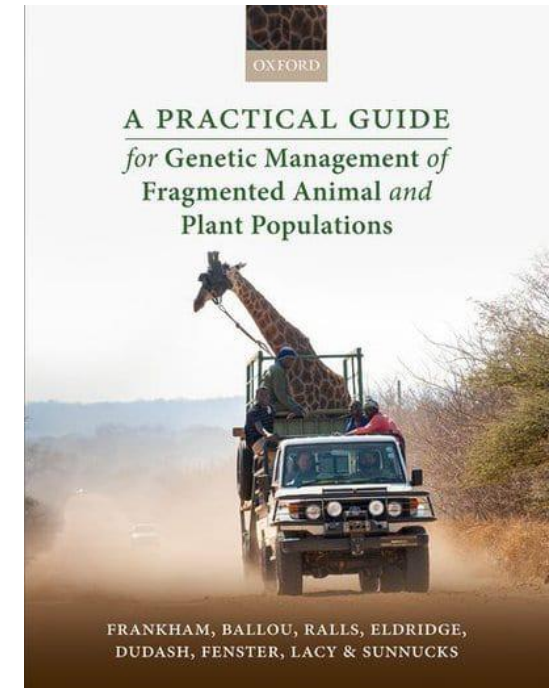
Process:

Claire Laws will spend one day a week helping lab groups with this task

Get in touch with Claire if you need to apply for access

HoD update

- Sharyon absent end Nov – March 2020
- Staff freeze
- FSE Project Newton – Project Catalyst, METS, APAF, etc
- Workload model – feedback under consideration
- Vertebrate Physiology Teaching & Leadership Senior Lecturer – 24 applications, on hold
- Budget 2020 – no news
- Jack the Dinosaur has arrived
- Book launch Nov 20th Frankham et al.
- End-of-Year Party 3rd December after exam meeting
- PDRs from December



Biological Sciences in 2020

Exec Team: Michelle Leishman (HoD), Andrew Barron & Nathan Hart (Deputy HoDs), Grant Hose / Mariella Herberstein (insider info), Sharyon O'Donnell

LEADERSHIP TEAM

Research

Nathan Hart
Andrew Barron

L&T

Drew Allen
Linda Beaumont

HDR

Culum Brown

MRes

Michelle Power
Matt Kosnik
Ajay Narendra

Advising

Glenn Brock

WHS – Simon Griffith

PGF – Ian Wright

ECR – Stephan Leu, Chris Reid

Prizes – Linda Beaumont

Outreach – Matt Bulbert

School Partnerships – Kath McClellan

Fieldwork – Martin Whiting

Diving & Boating – Rob Harcourt

Diversity & Inclusion – Mariella Herberstein

Sustainability – Sam Newton

Teaching Directors

BSc – Biology – TBC

BSc – Human Biology – Ken Cheng

BSc – Paleo – Glenn Brock

BMedSci – Michelle Power

BBiodivCons – Drew Allen

BMarSci – EES/Matt K

BAdvSci(Biology) – Ian Wright

MConsBiol – Adam Stow

MMarSciM'ment – Jane Williamson

Mariella – Chair of Senate

Lesley – 50% PVC

Nathan – Chair of Animal Ethics

Grant – Associate Dean (Industry & Corporate Engagement), member Academic Senate

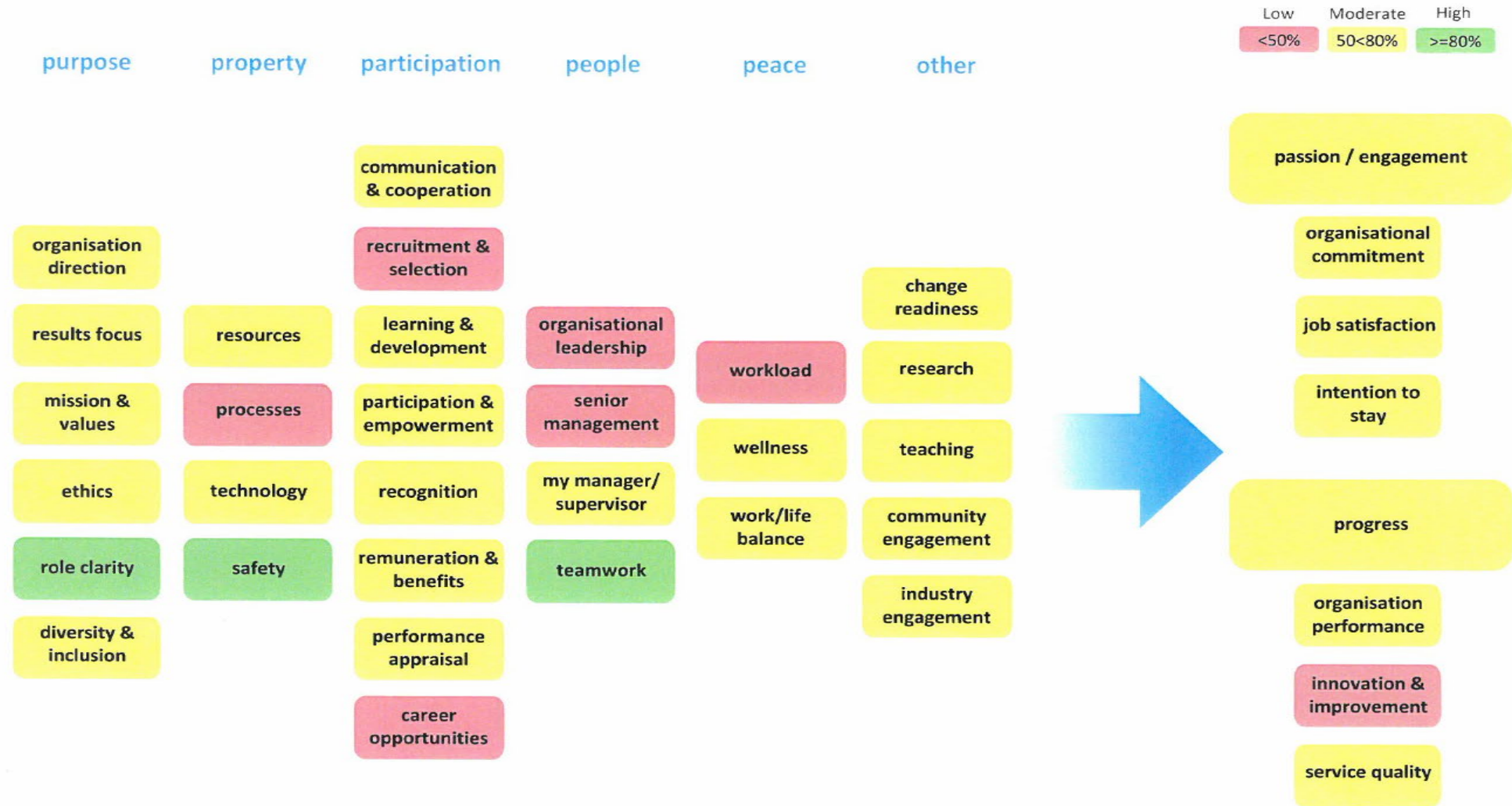
Your Say Survey 2019

Academic & Professional staff – 49 responses

Casual staff – 23 responses

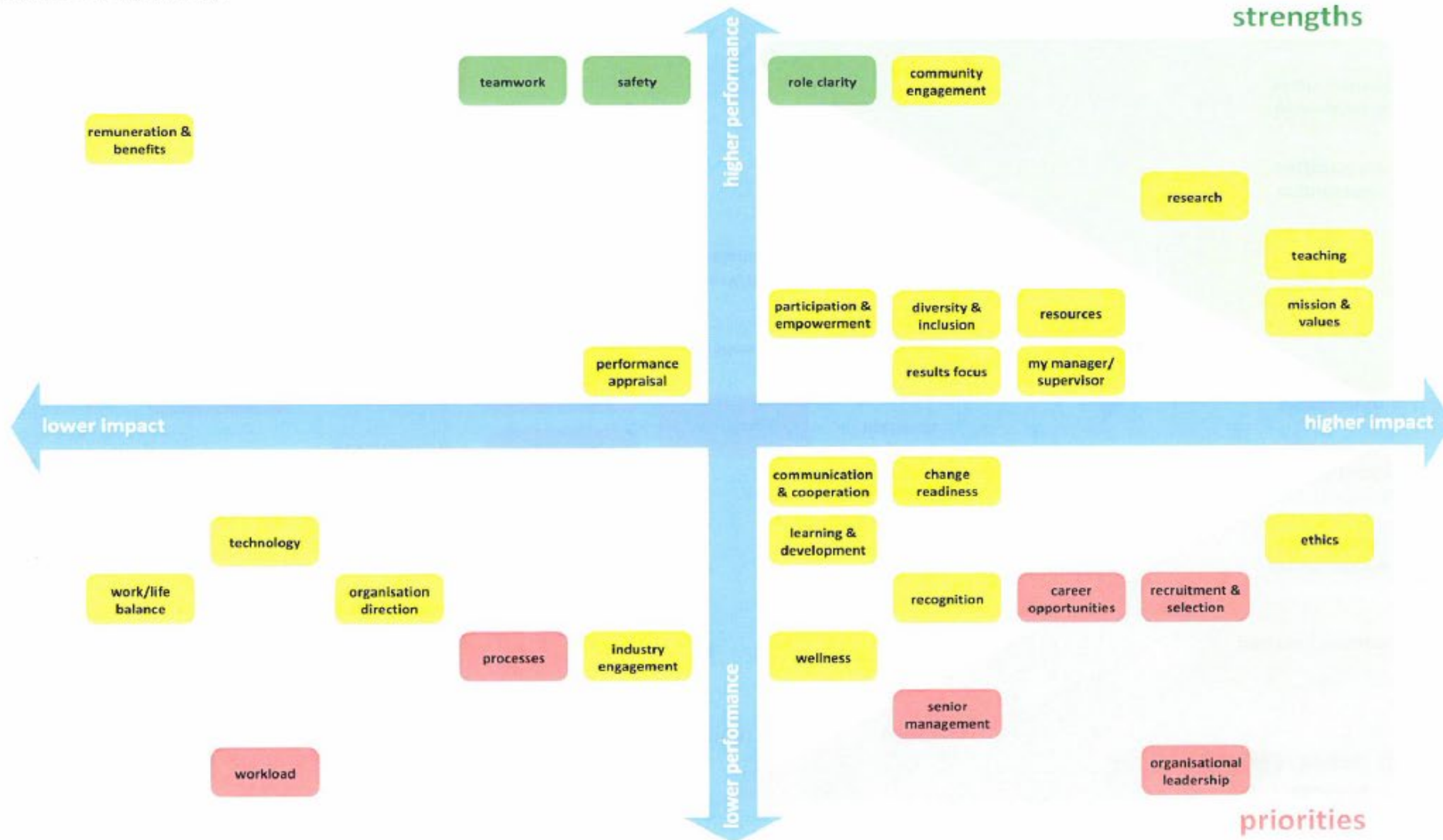
May/June 2019

performance overview



priority matrix

Based on analyses of the data from this survey, the practices are positioned on the matrix below in terms of **performance** (combining % favourable and the comparison to benchmark) and **impact** (the degree that each practice is likely to drive Passion and Progress). The potential priorities for improvement are in the bottom right (ie relatively low performance and high impact).



priorities

		2019 % Fav	2016 % Diff	MQ Overall % Diff
Organisational Leadership	I have confidence in the ability of the University's Executive team	34%	-20%	-22%
Industry Engagement	I am given enough support to enable me to engage with industry	32%	-13%	-16%
Organisational Leadership	The University's Executive team are good role models for staff	42%	-8%	-11%
Ethics	Macquarie University is socially responsible	69%	-6%	-12%
Organisational Leadership	The University's Executive team listen to other staff	35%	-13%	-12%

The table above expands on the priority matrix at a question level, identifying the questions where performance was rated lowest in comparison to the relative importance of the issue. Key improvement areas, or areas of high impact in which staff perceive performance could improve, have been identified. We recommend that you consider other sources of information such as open-text comments alongside this information when determining the areas you will action.

5 most favourably rated questions

		2019 % Fav	2016 % Diff	MQ Overall % Diff
Safety	I am aware of my work health and safety responsibilities	96%	-1%	+6%
Role Clarity	I understand how my job contributes to the overall success of my department/team	94%	-1%	+3%
Role Clarity	I understand how my job contributes to the overall success of Macquarie University	94%	-3%	+5%
Teamwork	My colleagues give me help and support	94%	+7%	+5%
Safety	Managers and supervisors actively encourage safety behaviour	92%	+4%	+9%

5 most improved since 2016 survey

		2019 % Fav	2016 % Diff	MQ Overall % Diff
Remuneration & Benefits	I am satisfied with the benefits provided by Macquarie University (e.g. salary sacrifice options, parental leave, onsite childcare, Employee Assistance Program)	87%	+19%	+6%
Intention To Stay	I would like to still be working at Macquarie University in five years' time	65%	+12%	-3%
Wellness	I feel emotionally well at work	56%	+12%	-10%
Performance Appraisal	I have received formal feedback on my work performance in the last 12 months (e.g. PDR)	70%	+12%	0%
Community Engagement	Community engagement by colleagues within my department is of a high quality	91%	+10%	+18%

5 best results compared to faculty/division

		2019 % Fav	2016 % Diff	Fac/Div % Diff
Research	Research is regarded favourably within my department	86%	-4%	+40%
Teaching	Teaching is regarded favourably within my department	83%	+5%	+33%
Community Engagement	Community engagement is regarded favourably within my department	82%	+1%	+31%
Industry Engagement	Industry engagement is regarded favourably within my department	68%	+8%	+23%
Teaching	I am encouraged to evaluate my teaching	86%	-4%	+19%

5 best results compared to University

		2019 % Fav	2016 % Diff	MQ Overall % Diff
Community Engagement	Community engagement by colleagues within my department is of a high quality	91%	+10%	+18%
Safety	Managers and supervisors actively encourage safety behaviour	92%	+4%	+9%
Community Engagement	Community engagement is regarded favourably within my department	82%	+1%	+9%
Teaching	Teaching is regarded favourably within my department	83%	+5%	+9%
Communication & Cooperation	I get enough information about what is happening within my department/team	79%	-5%	+9%

5 least favourably rated questions

		2019 % Fav	2016 % Diff	MQ Overall % Diff
Innovation & Improvement	The way Macquarie University is run has improved over the last year	10%	-26%	-32%
Innovation & Improvement	Change is handled well at Macquarie University	20%	-13%	-16%
Processes	Our processes and procedures are efficient and well-designed	24%	-1%	-9%
Innovation & Improvement	Macquarie University is good at learning from its mistakes and successes	29%	+6%	-14%
Career Opportunities	Enough time and effort is spent on career planning	32%	+3%	-6%

STRENGTHS	IMPROVEMENT AREAS
Role clarity	Processes
Safety	Career opportunities / planning
Teamwork	Workload
Research	Support for industry engagement
Teaching	
Community engagement	



Informs strategic planning for 2020

End of Year Deadlines

REMINDER: Grants ending this year, funds in operating accounts or 2019 HDR funds must be spent by the below dates or you may lose these funds.

Area	Task	Date
Finance	<ul style="list-style-type: none">▪ New orders▪ Invoices to Pay▪ Invoice Requests/Funds▪ Journal Requests▪ Non-order payment forms/Reimbursements▪ Account Reconciliations▪ Stationery Orders▪ Store Purchases	5pm Friday 15 th Nov 2019
Finance/Other	<ul style="list-style-type: none">▪ Travel	5pm Thursday 5 th Dec 2019
Finance/Other	<ul style="list-style-type: none">▪ Concur	Dates to be Advised by Procurement
HR	<ul style="list-style-type: none">▪ New Casual Appointments▪ New & Further Appointment of Fixed Term Staff	Dates Be Advised by Relevant Department HR Administrator

Research Retreat 5 Dec 2019

MGSM – 9:30am – 4:30pm

Industry Engagement – Grant Hose

