

HS635

Level 3 HS Committee Minutes

OWHS- 004A-039_V1



UNSW
AUSTRALIA

**FACULTY of Medicine and Health
SCHOOL of OPTOMETRY and VISION SCIENCE**

Date	5th November 2021
Time	11:00 – 11:45
Place	TEAMS
Agenda Distribution	Dale W. Larden (DWL) – Chair Lisa Keay (LK) – HoS Kathleen G. Watt (KGW) – Management Rep (Level 1) Katherine Wong – Professional Rep (Level 3) Tracy Kane (TK) – Management Rep (Level 1) Nicola Kapo (NK) – Professional Rep (Level 3) Paul Zytnik (PZ) – Elected Rep – (Level 2) - Secretary Ajay Vijay (AV) – Elected Rep (Level 2 – Laboratories) Brian Cheng (BBC) – Elected Rep (OMB) Giulia Oss (GO) – Faculty Rep Fatima Iqbal – (FM) (HDR Rep) Sue Kweon – (SK) (HDR Rep)
Preparation Notes	<ul style="list-style-type: none">Minutes to previous meeting (OWHS-004M-038) – held 17/09/2021
Tabled Material	TM_01: OWHS-004M-038 (17-09-2021)_minutes_Draft TM_02: MED Training Report October 2021 TM_03: SOVS_Training Report October 2021
Agenda Item	Report from
1. Acknowledgement of Country	Chairperson

<p>We respectfully acknowledge the traditional custodians of the land on which this meeting is conducted. We respectfully acknowledge elders past and present.</p>	
<p>2. Welcome and apologies</p> <p>Present: DWL, LK, KGW, TK, PZ, BBC, GO, (Lisa Nivison-Smith for CFEH)</p> <p>Absent: NK, KW, FM, SK, AV</p>	
<p>3. Approval of Minutes:</p> <p>OWHS-004M-038 (26/03/2021)</p> <p>--Accepted</p>	Chairperson
<p>4. Action items and matters arising from the previous meeting</p> <p>4.1 <u>Project Salus Update</u></p> <p>WHS Monitor now live. All hazards; incidents; WSI should be entered in WHSM</p> <p>https://www.riskmanagement.unsw.edu.au/work-health-and-safety</p> <p>SafeSYS RMF scheduled move has been delayed</p> <p>- Currently going out to tender, confirm early next year on how data migration from safesys will occur. More details to come.</p>	(DWL/GO)

<p>4.2 <u>COVID 19</u></p> <p>Work from Home Restrictions Still Apply.</p> <p>Written approval from faculty required – Phase 1 until Dec 1st</p> <p>Monitor NSW Health Communiques.</p> <p>-WFH restrictions still apply. 2nd and 3rd years students have returned to lab.</p> <p>-Dale to follow up with Michelle B regarding updating vaccination requirements in course handbook.</p>	(DWL)
<p>4.3 <u>First Aid Officers in ORLAB</u></p> <p>BCC looking for new recruit- Ongoing.</p> <p>-First aid training currently not running due to covid, training unit team are aware of this and will notify when available again.</p>	(DWL/BBC)
<p>4.4 <u>HSECCO</u></p> <p>Committee Consultation Training – all committee members</p> <p>HSECCO-HSE Consultation Course via MOODLE</p> <p>-Some ongoing technical issues have been reported with staff completing course. Selvin is the new contact regarding technical issues with training. Staff advised to take screen shots of completed training page to be safe.</p>	(DWL)
<p>5 Communication In and Out</p> <p>IN</p> <p>5.1. <i>TM_02_MED Training report October 2021</i></p> <p>5.2. <i>TM_03_SOVS Training Report October 2021</i></p> <p><i>-Issues bought up regarding casual employees now having to complete online safety training. Issues regarding awareness of new casual staff and difficulty to navigate to course in Moodle and awareness of course existence. Giulia to pass on feedback to appropriate team to see if they can email course links direct to new casuals on engagement or alternate solution.</i></p>	Chairperson or Secretary

<p>6 Review of Hazards & Incidents Report</p> <p>6.1 Issue #27386 (Hzd – Build.Dmg.) – Handrail – IP Transferred to WHS Monitor (HAZ-96)</p> <p>6.2 HAZ-66 (Hzd – Equipment) – Safety Mirror – CLS</p> <p>6.3 HAZ-67 (Hzd – Equipment – Lighting) - CLS</p> <p>6.4 HAZ-153 (Hzd – Environment-STF – Lighting) - CLS</p> <p>6.5 HAZ-162 (Hzd – Environment-STF – Lighting) - CLS</p> <p>6.6 HAZ-163 (Hzd – Equipment-STF – GPO on Floor) - CLS</p>	Update from each workgroup representative
<p>7 Workplace Inspections</p> <p>7.1 <u>Progress on completion of School/Unit Workplace Inspections</u></p> <ul style="list-style-type: none"> • <i>Email correspondence to Staff Requesting that these now be completed. (Sent: 18/03/2021)</i> • <i>Progressing – currently on hold- review after December 1st</i> <p><i>Still on hold due to lack of staff currently onsite.</i></p>	Update from each workgroup representative

<p>7.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> ▪ <i>Proceeding as required</i> ▪ <i>PAT Unit Calibrated until November 2022</i> ▪ <i>Remind staff that all PA require testing if brought onsite</i> 	
<p>8 WHS Training Update</p> <p>8.1 <u>Progress on new workers who have completed mandatory WHS training</u></p> <ul style="list-style-type: none"> • <i>Last report (October (TM_03) – 75% Complete HSEAWA</i> - <i>Already discussed in items 4.4 and 5</i> <p>8.2 <u>Any other training needs</u></p> <ul style="list-style-type: none"> • <i>HS Consultation Training (HSECCO) – (All Committee Members)</i> • <i>Lab Supervisor Training (Virtual : Face to Face)</i> • <i>Supervisor Training (Online) (HSEOSO)</i> <i>(2 SOVS Staff – incomplete)</i> • <i>Warden Training online (EMFW2020)</i> • <i>Mandatory HSE Training – Current Staff</i> <p><i>95% HSEAWA/HSEEMT/HRRESP 82% SMA&R</i></p> <ul style="list-style-type: none"> • <i>Internal Contractors and Casuals must now complete mandatory training</i> 	<p>(GO)</p> <p>(GO)</p>

<p>8.3 <u>Issues with training modules</u></p> <ul style="list-style-type: none"> • Multiple cases of training modules freezing • Departure of Emma Gillham <p>-Giulia has advised that Selvin is the new technical contact regarding training issues, email and details shared in chat.</p>	
<p>9 First aid, Emergency and Security Arrangements</p> <p>9.1 Review availability of First Aid Officers and Fire Wardens in all work areas:</p> <ul style="list-style-type: none"> • <i>Building currently on lockdown – all staff working from home unless exemption granted</i> • <i>Staff instructed to evacuate immediately on alert tone.</i> • <i>Staff instructed to contact security immediately for all emergencies (93856666)</i> 	Update from each workgroup representative
<p>10 Changes to Workplace</p> <ul style="list-style-type: none"> • <i>Stage 4 students now have limited and controlled access to BHVI consulting suites (L5_RMB)</i> 	Update from each workgroup representative
<p>11 Environmental matters</p> <ul style="list-style-type: none"> • <i>Nil to report</i> 	
<p>12 New business/Business without notice</p> <p>12.1. <u>Student Vaccination</u></p> <p><u>Clinical Stage Student Vaccination Rates (01.11.21):</u></p> <p>Stage 4: 100% x 2</p> <p>Stage 5: 100% x 2</p> <p>- 3rd and 4th year at 80-90% at time of meeting.</p>	(DWL)

<p>12.2. Staff Vaccination Requirements</p> <p>As per RMF Resumption of Business as Usual Procedures_V5.0 Global Operations – all staff (and students) must be fully vaccinated plus 14 days prior to attending campus, pending approval</p> <p>12.4. Employee Assistance Program</p> <p>https://www.wellbeing.unsw.edu.au/eap-benestar</p> <p>12.5. MHFA</p> <p>Dale Larden Katarina Pakarinen Maria Markoulli</p>	(DWL)
<p>13 Next meeting and future dates for the year</p> <ul style="list-style-type: none"> • Friday 03/12/2021 (1300 – 1345) 	Chairperson
<p>14 Close of Meeting</p> <p>11:46am</p>	Chairperson

Office Bearers:



Dr Dale W. Larden

Committee Chairperson (x54623)