


<b>HS635</b>  <b>Level 3 HS Committee Minutes</b>  <b>OWHS- 004M-046_V1</b>	
---	--

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

<b>Date</b>	<b>6<sup>th</sup> June 2023</b>
<b>Time</b>	<b>10:00 – 10:45</b>
<b>Place</b>	<b>TEAMS</b>
<b>Agenda Distribution</b>	Dale W. Larden ( <b>DWL</b> ) – Chair Lisa Keay ( <b>LK</b> ) – HoS Katariina Pakarinen ( <b>KP</b> ) – Clinic Rep (Level 1) Tracy Kane ( <b>TK</b> ) – Management Rep (Level 3) Nicola Kapo ( <b>NK</b> ) – Professional Rep (Level 3) Paul Zytnik ( <b>PZ</b> ) – Elected Rep – (Level 2) - Secretary Ajay Vijay ( <b>AV</b> ) – Elected Rep (Level 2 – Laboratories) Brian Cheng ( <b>BBC</b> ) – Elected Rep (OMB) Lisa Nivison-Smith ( <b>LNS</b> ) - CFEH REP (L1; South) Eman Alzghoul ( <b>EA</b> ) (HDR Rep) Binod Rayamajhee ( <b>BR</b> ) (HDR Rep) Ben Proposch ( <b>BP</b> ) – Faculty Rep
<b>Preparation Notes</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>Tabled Material</b>	<b>TM_01:</b> OWHS-004M-045 (14-03-2023)_Minutes_V1.0 <b>TM_02:</b> SafeSys_Report_April 2023 <b>TM_03:</b> April_Report WHS Monitor - Optometry <b>TM_04:</b> May_Report_WHS Monitor - Optometry <b>TM_05:</b> M&H L2 HS Minutes <b>TM_06:</b> L1 Slide Presentation - Director of Safety (safety extract) <b>TM_07:</b> May L2 committee safety report <b>TM_08:</b> OPTOM Training_01.06.2023 <b>TM_09:</b> OPTOM Training_03.06.2023_01.06.2023 <b>TM_10:</b> Communications In (16.02.2023)_First Aid and DE training <b>TM_11:</b> Communications IN (29.03.2023)_Onsite CPR training <b>TM_12:</b> Communications Out (17.04.2023)_Minutes Approval

Agenda Item	Report from
<p><b>1. Acknowledgement of Country</b></p> <p><i>We respectfully acknowledge the traditional custodians of the land on which this meeting is conducted. We respectfully acknowledge elders past and present.</i></p> <p><b>2. Welcome and Apologies</b></p> <p><b>Present:</b> DWL, LK, KP, TK, NK, PZ, AV, BBC, LNS, BR, BP</p> <p><b>Absent:</b> EA.</p>	Chairperson
<p><b>3. Approval of Minutes:</b></p> <p>OWHS-004M-044 (08/12/2022)  <b>APPROVED</b> via eMail 17.04.2023</p>	Chairperson
<p><b>4. Action items and matters arising from the previous meeting</b></p> <p>4.1 <u>COVID 19</u></p> <p>Monitor NSW Health Communiques. – <b>ONGOING</b></p> <p>Lisa mentioned that the school will soon be taking delivery of approx 100 more covid RATS from NSW Health free for clinic and school use. See Kat if required. Email will be sent to staff.</p> <p>4.2. <u>INC 988 Fire Alarm Trip</u></p> <p>(DWL) to create SWP and signs for kitchens – <b>COMPLETED/CLOSED</b>  Signs have printed and posted to appropriate areas. SWPs will need to be updated in SALUS</p>	(DWL)

#### 4.3. WSI Completion Rates

(DWL) to monitor – has now been moved to SALUS – awaiting upload of WSI module – have requested link be put on main dashboard -**ONGOING**

**Dale will communicate to staff when process completed so we can start WSI's again**

**AI: (DWL) to monitor SALUS for WSI module incorporation and communicate to staff**

#### 4.4. Training Deficiencies

(DWL) to liaise with (NK) regarding contacting non-compliant staff.

(NK) has contacted multiple staff – training completion rates have improved -**ONGOING**

**Nk has sent email to HR to see who is responsible for training follow up. TK has also emailed relevant people to remove casual staff who do not require repeated training. Nothing yet has been resolved.**

**Ben will be looking to find out a clearer pathway to remove casuals. Ben also to clarify competency refresher periods for competencies.**

#### 4.5. Fire Warden Training Clinic Reception Staff

(TK) to liaise with clinic reception staff RE training completion (MH – Enrolled only) – **ONGOING**

**Kat to Check with Melanie and Alyssa regarding new training/refresher.**

**AI: (KP) to follow up with MH and AC RE Training status**

#### 4.6. Emergency Evacuation Diagram

(KW) indicated incorrect, out-of-date sign at glass door exit of clinic – sign has been updated – **COMPLETED/CLOSED**

#### 4.7. Updated Health and Safety Statement

(DWL) to post updated HS Statements – **COMPLETED/CLOSED**

<p><b>5 Communication In and Out</b></p> <p><b><u>IN</u></b></p> <p>5.1. SafeSYS Report_April (GO): 02/04/23: (<b>TM_02</b>)</p> <p>5.2. WHS Monitor Report April (JD): 13/04/23: (<b>TM_03</b>)</p> <p>5.3. WHS Monitor Report May (JD): 13/04/23: (<b>TM_03</b>)</p> <p>5.4. L2 SC Pack (GO): 02/05/23: (<b>TM_05, TM_06, TM_07</b>)</p> <p>5.5. First Aid AED Training (EA): 16/02/23: (<b>TM_10</b>)</p> <p>5.6. Onsite CPR Training (External): 29.03.23 (<b>TM_11</b>)</p> <p>Eman requested to arrange onsite CPR training and AED training for HDR students. Dale will arrange, reception can also be included. Possibly will be available to open training to all staff if room space in school permits.</p> <p><i>AI: (<b>DWL</b>) to follow up with training organisation and arrange appropriate time</i></p> <p><b><u>OUT</u></b></p> <p>5.7. Minutes Approval (DWL): 17/04/23 (<b>TM_12</b>)</p>	<p>Chairperson or Secretary</p>


<p><b>6 Review of Hazards &amp; Incidents Report</b></p> <p><b>6.1 INC-988 (INC – Near Miss) – Fire alarm tripped – <b>CLOSED</b></b></p> <ul style="list-style-type: none"> <li>- <b>All incidents and hazards need to be reported on Salus now, phone APP will be available soon.</b></li> </ul> <p><b>AI: (<u>DWL</u>) to monitor and inform staff when app available</b></p>	<p>Update from each workgroup representative</p>
<p><b>7 Workplace Inspections</b></p> <p><b>7.1 <u>Progress on completion of School/Unit Workplace Inspections</u></b></p> <ul style="list-style-type: none"> <li>• <i>Ongoing</i></li> <li>• <i>Now in SALUS – awaiting upload of WSI module – have requested it be placed on Dashboard</i></li> <li>• <i>Paper forms (HS048a and HS049b) can still be used if required</i></li> </ul> <p><b>7.2 Progress on completion of Electrical testing and tagging schedule</b></p> <ul style="list-style-type: none"> <li>• <i>Taken over by Faculty</i></li> <li>• <i>Last conducted October 2022</i></li> <li>• <i>Paul/Dale to TT on ad-hoc, prn basis</i></li> <li>• <b>ONGOING</b></li> </ul>	<p>Update from each workgroup representative</p>

<p><b>8 WHS Training Update</b></p> <p>8.1 <u>Progress on new workers who have completed mandatory WHS training</u></p> <ul style="list-style-type: none"> <li>• <i>Report run June 1<sup>st</sup> (TM_08; TM_09)</i> <ul style="list-style-type: none"> <li>* <i>Training rates for <u>Ongoing</u> have improved</i></li> <li>* <i>Training rates for <u>Supervisors</u> have improved</i></li> <li>* <i>Training rates for <u>Casuals</u> still not well managed</i></li> </ul> </li> </ul> <p>8.2 <u>Any other training needs</u></p> <ul style="list-style-type: none"> <li>• <i>Warden Training online (EMFW2020)</i> <ul style="list-style-type: none"> <li>- Clinic Reception Staff to be trained as FW</li> <li><i>(MH) Enrolled</i></li> </ul> </li> <li>• <i>(DWL) has requested (KP) to be DCW</i></li> </ul>	(TK)
<p><b>9 First aid, Emergency and Security Arrangements</b></p> <p>9.1 Review availability of First Aid Officers and Fire Wardens in all work areas:</p> <ul style="list-style-type: none"> <li>• Currently Adequate coverage in optometry – to be reviewed after next evac drill</li> </ul>	Update from each workgroup representative

<ul style="list-style-type: none"> <li>Major changes to BHVI – L4 and L5 – warden coverage to be reviewed after changes completed</li> </ul> <p>9.2 Chief Warden Report:</p> <ul style="list-style-type: none"> <li>ECO List has been moved to Archibus</li> <li>New Emergency Management Team (EMT): <ul style="list-style-type: none"> <li><u>Jason Wood</u> (Emergency Manager)</li> <li><u>Melanie Cage</u> (Emergency Coordinator)</li> <li><u>Matt Lloyd</u> (Emergency Coordinator)</li> </ul> </li> <li>Evacuation Procedures have changed: <p><i>Member of EMT will now take charge of evacuation; panel not to be turned to manual; EMT will investigate incident and allow personnel to return to building.</i></p> </li> <li>Evacuation/Lockdown Drill scheduled: <b>10:00 – 11:30 (26/06/23)</b></li> </ul>	
<p><b>10 Changes to Workplace</b></p> <ul style="list-style-type: none"> <li>7 HDR students now sitting in CFEH</li> <li>-Dale estimates we will be out of space again by mid term 3. Looking to make the space 12 true hot desks by then.</li> <li>Engineering space due to be returned end of Q3 (DWL) to arrange for clearing of space</li> <li>Changes to space on level 5 - <b>ONGOING</b></li> </ul>	<p>Update from each workgroup representative</p>
<p><b>11 Environmental matters</b></p> <p><i>Nil Reported</i></p>	

<p><b>12 New business/Business without notice</b></p> <p>12.1. <u>SALUS/WHs Monitor update:</u></p> <ul style="list-style-type: none"> <li>• SALUS NOW LIVE</li> <li>• WHs Monitor CLOSED – ALL SOVS ITEMS CLOSED OFF</li> <li>• SAFESYS – READ ONLY</li> </ul> <p>Safesys can no longer be used and will eventually be moved to a SharePoint directory. Safsys docs will now be in Salus but need to be modified.</p> <p>LK mentioned just for awareness of the committee, that there has been a recent incident in the school regarding lack of appropriate behaviour and respect to international member/s of our team. No names have been mentioned and person does not want to report officially.</p> <p>LK also mention cultural safety training which will be compulsory hopefully will address future incidents.</p> <p><b>12.1 L2 HS Committee</b></p> <p>1. 4<sup>th</sup> May 1300 – 1400</p> <ul style="list-style-type: none"> <li>* SOVS Represented by (LK)</li> <li>* Approved L3 Minutes (OWHS-004M-045_v1) forwarded to L2C</li> </ul> <p><u>Future Meeting Dates:</u></p> <ul style="list-style-type: none"> <li>• 17<sup>th</sup> August 1000 – 1100</li> <li>• 2<sup>nd</sup> November 1500 - 1600</li> </ul>	(DWL)
<p><b>13 Next L3 meeting future dates for the year:</b></p> <ul style="list-style-type: none"> <li>• 12<sup>th</sup> September 10:00 – 10:45</li> <li>• 28<sup>th</sup> November 10:00 – 10:45</li> </ul>	Chairperson



<b>14 Close of Meeting</b>  <b>10:45am</b>	Chairperson  

Office Bearers:



**Dr Dale W. Larden**  
*Committee Chairperson*