


HS635 Level 3 HS Committee Minutes OWHS- 004M-045_V1	
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FACULTY of Medicine and Health
SCHOOL of OPTOMETRY and VISION SCIENCE

Date	14th March 2023
Time	10:00 – 10:45
Place	TEAMS
Agenda Distribution	Dale W. Larden (DWL) – Chair Lisa Keay (LK) – HoS Kathleen G. Watt (KGW) – Management Rep (Level 1) Tracy Kane (TK) – Management Rep (Level 3) 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) Lisa Nivison-Smith (LNS) - CFEH REP (L1; South) Eman Alzghoul (EA) (HDR Rep) Binod Rayamajhee (BR) (HDR Rep)
Preparation Notes	• Nil
Tabled Material	TM_01: OWHS-004M-044 (08-12-2022)_Minutes_V1.0 TM_02: HS_Statement_2022 TM_02A: OHS_Policy.Statement_2023 TM_03: 20211001 WHS Monitor report - SOVS TM_04: WFH Checklist Update_230228 M&H TM_05: 230220 WFH Checklist Guide TM_06: SAFESYS_Error 20230302 TM_07: Safety alert - Pedestrian safety v1.0 TM_08: 2022 Q1 February L2 committee safety report TM_09: UNSW Psychosocial Risk Assessment Tool TM_10: Psychosocial risk assessment presentation TM_11: Dashboard - UNSW - UNSW Medicine Health - Oct 2022 TM_12: 221212 C25 C27 ACP Replacement Works TM_13: IR-02042__27 Feb 2023 1357 AEDT TM_13A: Email_Out_(DWL)_Use of Kitchens and Kitchenettes TM_14: Email In_(UNSW)_Compliance Refresher Training _Resp. Employee TM_14A: Email_Out_(TK)_Compliance Refresher Training _Resp. Employee TM_14B: OPTOM Training Report_06.03.2023

	TM_15: HR---Safety-Training-Requirements_26598 TM_16: Email Out_(MB)_Updated RM procedures for clinical placements TM_17: Email OUT_(DWL)_WSI Due TM_18: Email In_(GO)_SALUS Update
Agenda Item	Report from
1. Acknowledgement of Country <i>We respectfully acknowledge the traditional custodians of the land on which this meeting is conducted. We respectfully acknowledge elders past and present.</i> 2. Welcome and Apologies Present: DWL, LK, KGW, NK, PZ, AV, BBC, EA, BR Absent: TK, LNS	Chairperson
3. Approval of Minutes: OWHS-004M-044 (08/12/2022) APPROVED via eMail 19.12.2022 <i>-Minutes approved earlier via email due to discussions about changes in protocols around student isolation periods. Changes had to be actioned by administration staff. See item 4.1</i> <i>Meetings of the future may also be approved by email to assist with timely upload for L2 meeting availability.</i>	Chairperson

<p>4. Action items and matters arising from the previous meeting</p> <p>4.1 <u>COVID 19</u></p> <p>* Monitor NSW Health Communiques.</p> <p>* Clinical Placement Isolation Rules:</p> <p><i>Original plan was for two tiers of isolation; Seven days mandatory on external placements. Isolation for symptomatic student only on Internal Placements.</i></p> <p><i>Following review of prevailing UNSW policy and NSW Health policy and consultation between; LK, DWL, KW and Michelle Bonanno (MB) (SOVS_WIL Officer). New guidelines as follows:</i></p> <ul style="list-style-type: none"> • You must not attend placement if you are experiencing any COVID-19 like symptoms . • You must wear L2 masks (minimum) while on placement. • You must comply with local host requirements/policy and public health orders for: <ul style="list-style-type: none"> ○ waiting periods if you test COVID-19 positive ○ waiting periods if you are identified as a COVID-19 close-contact ○ COVID testing and any other requirements <p>Refer TM_16</p>	<p>(DWL)</p>
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<p>5 Communication In and Out</p> <p><u>IN</u></p> <p>5.1. WHS Monitor Report (GO): 10/01/23: (TM_03) 5.2. L2 HSC Documentation (GO): 08/02/23: (TM_08 – TM_12) 5.3. Pedestrian Crossing Safety Alert (GO): 28/02/23: (TM_07) 5.4. WFH Checklist Updates (GO): 02/03/23: (TM_04, TM_05) 5.5. SafeSys Documents in error (GO): 02/03/23: (TM_06) 5.6. IR_02042 Fire Alarm Activation (GO): 03/03/23: (TM_13) 5.7. Resp.Employee Refresher (Dean.of.Med.): 02/02/23: (TM_14) 5.8. Project SALUS Update (GO): 20/02/23: (TM_18)</p> <p><u>OUT</u></p> <p>5.9. Updated RM Proc. for Ext. Placements (MB): 06/01/23 (TM_16) 5.10. Resp.Employee Refresher Reminder (TK): 21/02/23 (TM_14A) 5.11. Use of Kitchens and Kitchenettes (DWL): 06/03/23 (TM_13A) 5.12. Workplace Safety Inspections Due (DWL): 08/03/223 (TM_17)</p>	<p>Chairperson or Secretary</p>
<p>6 Review of Hazards & Incidents Report</p> <p>6.1 INC-988 (INC – Near Miss) – Fire alarm tripped – OPEN</p> <p><i>* AI: DWL to monitor and follow up</i></p> <p><i>-Food overheated in microwave by staff member in Orlab. DWL is currently in the process of creating safe work procedures for common kitchen appliances that generate heat in the kitchen that should not be left unattended. These will be put on Safesys and a laminated sheet will be distributed to relevant areas.</i></p>	<p>Update from each workgroup representative</p>

<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>Ongoing</i> • <i>WFH Checklists must now have been completed or working from home is not permitted – Latest Completion Stats (TM_04)</i> • <i>Emailed staff RE Annual completion of WSI via WHS Monitor (TM_17) * AI: (DWL) to monitor completion rates</i> <p><i>-LK queried if the WSI checklists were to be completed for working from home setups. DWL replied for home, the “working from home checklist” should be used. Nic will double check with Tracy regarding getting more working from home checklists sent out.</i></p> <p><i>-WSI’s to be sent through to DWL as forms still aren’t all appearing in Heath and safety monitor.</i></p> <p>7.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> • <i>Taken over by Faculty</i> • <i>Last conducted October 2022</i> • <i>Paul/Dale to TT on ad-hoc, prn basis</i> <p><i>-We need to keep an eye on potentially expiring tags on items in October.</i></p>	<p>Update from each workgroup representative</p>
<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>Report run :(March 6th (TM_14B)</i> <ul style="list-style-type: none"> * <i>Still a number of deficiencies</i> * <i>All staff required to complete Resp. Employee Refresher Training by 03/03/23 (TM_14)</i> * <i>Internal Reminder sent to Optom Staff (21/02/23) (TM_14A)</i> * <i>Some Staff still not compliant</i> * <i>Mandatory 3 years for refresher training (TM_15)</i> - <i>DWL will catch up with NK to go through training report and follow up with people that need to complete.</i> * <i>AI: (DWL) to liaise with (NK) RE follow up emails to non-compliant staff</i> 	

<p>8.2 <u>Any other training needs</u></p> <ul style="list-style-type: none"> • Warden Training online (EMFW2020) <i>TK following up with clinic receptionist staff to complete</i> <ul style="list-style-type: none"> - Clinic Reception Staff to be trained as FW (KP) Compliant (JP) Compliant (MH) Enrolled <p><i>* AI: (TK) to follow up</i></p>	<p>(TK)</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"> * Currently Adequate coverage in optometry – to be reviewed after next evac drill <p>9.2 Chief Warden Report:</p> <ul style="list-style-type: none"> * ECO List to be moved to Archibus – with potential to be automatically updated from HR data * New Evacuation Diagrams have been rolled out near lifts and emergency exits * New AED now available level 2 and 3 – lift lobby * New swipe access groups have been created to simplify access <p><i>KW mentioned that evac diagram on back exit of clinic may not have been updated, still looks old. DWL will Investigate.</i></p> <p><i>* AI: (DWL) to contact security RE New Sign</i></p>	<p>Update from each workgroup representative</p>

<p>10 Changes to Workplace</p> <ul style="list-style-type: none"> HDR students now sitting in CFEH Engineering space due to be returned end of Q3 <p><i>-LK suggested to wrap up the engineering space for HDR students in June, potentially new space on level 5 or CFEH temporarily available.</i></p> <p><i>Dale looking into pricing new lockers, price quote \$580 per 4 half locker spaces.</i></p>	<p>Update from each workgroup representative</p>
<p>11 Environmental matters</p> <ul style="list-style-type: none"> AC Cassettes leaking in 3.016 – Archibus Job Raised Roof Still leaking in 3.017A – Nathan Barlow has been informed <p><i>-Ongoing leak after days of heavy rain, EM still looking into it, hard to diagnose. DWL has moved furniture to prevent damage.</i></p>	
<p>12 New business/Business without notice</p> <ul style="list-style-type: none"> SALUS/WHs Monitor updates <ul style="list-style-type: none"> Positive Feedback from Week 1 testing (TM_18) New Health and Safety Policy Released (Effective 07/02/23) (TM_02A) New Health and Safety Statement Available (Effective (25/07/22) (TM_02) * AI: (DWL) to post laminated copies in relevant locations Safety Alert Issued RE Pedestrian crossings (TM_07) -also circulated to all SOVS undergraduate cohorts 	<p>(DWL)</p>

<p>12.1 L2 HS Committee</p> <p>1. 15th February 1600 – 1700 (Refer: TM_08 – TM12)</p> <ul style="list-style-type: none"> * SOVS Represented by (DWL) and (TK) * UNSW to manage Psychosocial Risks – Psychosocial Risk Assessments to be conducted, Psychosocial Risk survey are being considered by UNSW to collect data and inform decision making. * Cladding remediation to commence shortly on Lowy and Wallace Wurth – some disruptions in vicinity expected. * Giulia Oss changing rolls; Manager Safety Systems – new Faculty Coordinator to be recruited – GO to continue support in interim * L3 Minutes to be provided to L2 committee <p><i>-All staff with direct reports to do Psychosocial training, method of training yet to be determined</i></p> <p><u>Future Meeting Dates:</u></p> <p>2. 4th May 1300 – 1400 (DWL on Leave) 3. 17th August 1000 – 1100 4. 2nd November 1500 - 1600</p>	
<p>13 Next L3 meeting future dates for the year:</p> <ul style="list-style-type: none"> • 30th May 10:00 – 10:45 • 12th September 10:00 – 10:45 • 28th November 10:00 – 10:45 	Chairperson
<p>14 Close of Meeting</p> <p>10:44AM</p>	Chairperson

Office Bearers:



Dr Dale W. Larden
Committee Chairperson