

HS635

**Level 3 HS Committee Minutes**

**OWHS- 004M-028**



**UNSW**  
AUSTRALIA

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

<b>Date</b>	<b>31<sup>st</sup> August 2018</b>
<b>Time</b>	<b>11:00 – 12:00</b>
<b>Place</b>	<b>Level 3; RMB North – Room 3.001</b>
<b>Agenda Distribution</b>	Dale W. Larden ( <b>DWL</b> ) – Chair Fiona Stapleton ( <b>FS</b> ) – HoS Kathleen G. Watt ( <b>KGW</b> ) – Management Rep (Level 1) Kay Dulhunty ( <b>KD</b> ) – Management Rep (Level 3) Tracy Kane ( <b>TK</b> ) – Management Rep (Level 1) Paul Zynik ( <b>PZ</b> ) – Elected Rep – (Level 2) - Secretary Katherine Wong ( <b>KW</b> ) – Elected Rep (Level 1/3) Ajay Vijay ( <b>AV</b> ) – Elected Rep (Level 2 – Laboratories) Brian Cheng ( <b>BBC</b> ) – Elected Rep (OMB) Revathy Mani ( <b>RM</b> ) – Postgrad/Student Rep Lance Islip ( <b>LI</b> ) – Faculty HSE Coordinator
<b>Preparation Notes</b>	<ul style="list-style-type: none"><li>Minutes to previous meeting (OWHS-004M-027) – held 11/05/2018</li></ul>
<b>Tabled Material</b>	<ul style="list-style-type: none"><li>Science HSE Coordinator Report June 2018</li><li>HSE Newsletter August 2018</li><li>Student Enrolment via myUNSW Info Sheet May 2018</li></ul>
<b>Agenda Item</b>	<b>Report from</b>
1. Welcome and Apologies 2. Present: <b>DWL, FS, KGW, KD, PZ, TC, KW, AJ, BBC, DS, LI</b> Absent: <b>RM, LI</b>	Chairperson

<p><b>3. Approval of Minutes (OWHS-004M-027) from previous meeting held: 11/05/2018</b></p> <p>- <b>Adopted</b></p>	Chairperson
<p><b>4. Action items and matters arising from the previous meeting</b></p> <p>3.1. Brian Cheng to discuss online RA with Muhamad- - <b>Still In Progress with Muhamad</b></p> <p>3.2 Kath Watt to complete warden training - <b>Kath has completed online warden training will forward certificate/confirmation to Dale.</b></p> <p>3.3 Brian to address ORLAB Action items - <b>Completed- Thanks Brian.</b></p> <p>3.4 Replacement of epipens and Ventolin in 1<sup>st</sup> aid kits - <b>Dale still trying to source, currently out of stock. Expired ones will remain in first aid kits until new supply returns.</b></p> <p>3.5 Spider and Rodent infestations to be logged online. - <b>Under control so far- Pest maintenance being performed on regular basis.</b></p> <p>3.6. Training matrix requires updating by Lance (Refer 7.1.) - <b>Ongoing- still needs updating to remove phantom names, Lance currently away.</b></p> <p>3.6 SAT Requires completion - due April 2018 (Refer 8.1) 3.7 - <b>Dale has completed the Self Audit Tool.</b></p>	(BBC) (KW) (BBC) (DWL) (TK) (LI/DWL) (DWL)

<p><b>4 Communication In and Out</b></p> <p>4.4 HSE Coordinator Report JUNE 2018</p> <p>4.5 HSE Newsletter AUGUST 2018</p> <p>4.6 Student Enrolment via myUNSW (HR Memo)</p>	Chairperson or Secretary
<p><b>5 Review of Hazards &amp; Incidents Reported</b></p> <p>5.4 Issue #19605 (HZ-Chemical Exposure) – <b>closed</b></p> <p>5.5 Issue #20206 (HZ-SLTF-Cables) – <b>closed</b></p> <p>5.6 Issue #20208 (HZ-Electrical) – <b>closed</b></p> <p>5.7 Issue #20516 (HZ-Building Damage Defect) – <b>closed</b></p> <p>5.8 Issue #20863 (INC – SLTF) – <b>Closed</b></p> <p>5.9 Issue #21061 (Environment) – <b>In Progress</b></p> <ul style="list-style-type: none"> <li>- Pigeons outside clinic- Facilities working on it.</li> </ul> <p>5.10 Issue #21110 (INC – Needlesticker/sharps) – <b>closed</b></p> <p>5.11 Issue #21137 (HZ – SLTF – lighting) – <b>In Progress</b></p> <ul style="list-style-type: none"> <li>-Light out in stairwell, Dale has put job in.</li> </ul> <p>5.12 Issue #21138 (HZ – SLTF – Slippery Surface) - <b>Closed</b></p>	Update from each workgroup representative
<p><b>6 Workplace Inspections</b></p> <p>6.4 Progress on completion of School/Unit Workplace Inspections</p> <ul style="list-style-type: none"> <li>• Due November/December/January 2018/2019 – <b>all newly refurbished areas to be inspected by committee task force</b></li> </ul>	Update from each workgroup representative

<p>6.5 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> <li>• <i>Ongoing per schedule and on request</i></li> </ul>	
<p><b>7 WHS Training Update</b></p> <p>7.4 Progress on new workers who have completed mandatory WHS training</p> <ul style="list-style-type: none"> <li>• <i>New workers complete</i></li> <li>• <i>49% on HSEAWA; 40% on Ergonomics??</i></li> <li>• <i>Updated staff list sent to Lance – still pending</i></li> </ul> <p>7.5 Any other training needs</p> <ul style="list-style-type: none"> <li>• <i>Tracy Kane to complete 1<sup>st</sup> aid training</i></li> <li>- <i>Tracey to complete training next week.</i></li> </ul>	(DWL)
<p><b>8 Progress on completion of online Self Audit Tool (SAT)</b></p> <p>8.4 Review schedule for completion of online SAT tool by schools/units</p> <ul style="list-style-type: none"> <li>-</li> <li>• <i>Due April 2018 - <b>COMPLETED</b></i></li> </ul>	Update Chairperson
<p><b>9 First aid, Emergency and Security Arrangements</b></p> <p>9.4 Review availability of First Aid Officers and Fire Wardens in all work areas</p> <ul style="list-style-type: none"> <li>• <i>Currently adequate coverage – <u>will need to be reviewed when expansion completed</u></i></li> <li>• <i>Evacuation Drill Scheduled: Friday May 18<sup>th</sup> 0930 – (April drill cancelled due to weather) <b>completed without incident</b></i></li> </ul>	Update from each workgroup representative

<b>10 Changes to Workplace</b>	<ul style="list-style-type: none"> <li>• Changes to SOVS Footprint</li> <li>• Ongoing building works</li> <li>• New PC2 lab to be commissioned in mid-October, will require appropriate certification</li> </ul> <p>Update from each workgroup representative Management Rep</p>
<b>11 Environmental matters</b>	<ul style="list-style-type: none"> <li>• <i>Pigeon Infestation REFER: Issue 21061</i></li> </ul>
<b>12 New business/Business without notice</b>	<ul style="list-style-type: none"> <li>• <i>New my staff profile Page – <b>Health and safety Tab must be added manually?</b></i></li> <li>- <i>Seems to appear by default now.</i></li> </ul> <p>All</p>
<b>13 Next meeting and future dates for the year</b>	<p><b>17/8/2018</b></p> <p><b>23/11/2018</b></p> <p>Chairperson</p>
<b>14 Close of Meeting</b>	<p><b>-11:55am</b></p> <p>Chairperson</p>

Office Bearers:



**Dale W. Larden**  
*Committee Chairperson (x54623)*