

HS635

Level 3 HS Committee Minutes

OWHS- 004M-029



UNSW
AUSTRALIA

FACULTY of SCIENCE
SCHOOL of OPTOMETRY and VISION SCIENCE

Date	29th November 2018
Time	14:00 – 14:45
Place	Level 3; RMB North – Room 3.012
Agenda Distribution	Dale W. Larden (DWL) – Chair Fiona Stapleton (FS) – HoS Kathleen G. Watt (KGW) – Management Rep (Level 1) Kay Dulhunty (KD) – Management Rep (Level 3) Tracy Kane (TK) – Management Rep (Level 1) Paul Zytnik (PZ) – Elected Rep – (Level 2) - Secretary Katherine Wong (KW) – Elected Rep (Level 1/3) Ajay Vijay (AV) – Elected Rep (Level 2 – Laboratories) Brian Cheng (BBC) – Elected Rep (OMB) Revathy Mani (RM) – Postgrad/Student Rep Lance Islip (LI) – Faculty HSE Coordinator
Preparation Notes	<ul style="list-style-type: none">Minutes to previous meeting (OWHS-004M-028) – held 31/08/2018
Tabled Material	<ul style="list-style-type: none">HSE Newsletter November 2018Science HS Report September 2018HSE Co-Ordinator Report November 2018
Agenda Item	Report from
1. Welcome and Apologies 2. Present: DWL BCC; KD; AV Absent: FS; PZ; KGW; KW; TK; RM	Chairperson

<p>3. Approval of Minutes (OWHS-004M-028) from previous meeting held: 31/08/2018</p> <p>Approved</p> <p>-</p>	Chairperson
<p>4. Action items and matters arising from the previous meeting</p> <p>4.1 Kath Watt completed online warden training – certificate forwarded? <i>Still to be forwarded</i></p> <p>4.2 Replacement of epipens <i>Epipens still out of stock – expire quickly, relatively expensive (LI) not legislatively required to have epipens or Ventolin in first aid kits – we should have though due to staff with allergies – Px receiving diagnostic eye drops plus children on premises</i></p> <p>4.3 Spider and Rodents – update <i>No update provided</i></p> <p>4.4 Training matrix update – (Lance) (Refer 8.1) <i>Has now been updated – to remove abhorrent staff</i></p> <p>4.5 WSI – New areas <i>Inspected by committee – due again January 2020</i></p>	(KW) (DWL) (TK) (LI/DWL) (DWL)
<p>5 Communication In and Out</p> <p>5.1 HSE Coordinator Report November 2018</p> <p>5.2 Science H&S Report September 2018</p> <p>5.3. Science HS Newsletter 2018</p>	Chairperson or Secretary

<p>6 Review of Hazards & Incidents Reported</p> <p>6.1 Issue #21061 (Environment) – Closed</p> <p>- Pigeons outside clinic- Facilities working on it.</p> <p>6.2 Issue #21137 (HZ – SLTF – lighting) – Closed</p> <p>6.3 Issue #21137 (HZ – SLTF – Slippery Surface) – Closed Water on floor in toilets – level 2</p> <p>6.4. Issue #21304 (Hz-Air Quality) – Closed Fume hood - ORLAB</p>	Update from each workgroup representative
<p>7 Workplace Inspections</p> <p>7.1 Progress on completion of School/Unit Workplace Inspections</p> <ul style="list-style-type: none"> • Due November/December/January 2018/2019 – all newly refurbished areas to be inspected by committee task force <p>7.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> • <i>Ongoing per schedule and on request</i> <p>Ongoing – new tagging required in new areas</p>	Update from each workgroup representative

<p>8 WHS Training Update</p> <p>8.1 Progress on new workers who have completed mandatory WHS training</p> <ul style="list-style-type: none"> • <i>New workers complete</i> • <i>49% on HSEAWA; 40% on Ergonomics??</i> • <i>Updated staff list sent to Lance – still pending</i> <p><i>Optometry now tracking well – to be confirmed in next years report</i></p> <p>8.2 Any other training needs</p> <ul style="list-style-type: none"> • <i>Tracy Kane to complete 1st aid training</i> <i>No update provided</i> 	(DWL)
<p>9 Progress on completion of online Self Audit Tool (SAT)</p> <p>9.1 Review schedule for completion of online SAT tool by schools/units</p> <ul style="list-style-type: none"> - • <i>Due April 2018 – COMPLETED</i> <i>Due again April 2019</i> 	Update Chairperson
<p>10 First aid, Emergency and Security Arrangements</p> <p>10.1 Review availability of First Aid Officers and Fire Wardens in all work areas</p> <ul style="list-style-type: none"> • <i>Currently adequate coverage – <u>will need to be reviewed when expansion completed</u></i> • <i>Evacuation Drill 'Desk Exercise' rescheduled until next year</i> 	Update from each workgroup representative
<p>11 Changes to Workplace</p> <ul style="list-style-type: none"> • Changes to SOVS Footprint – <i>now generally completed</i> • Ongoing building works – <i>AOP to be renovated in 2019</i> • PC2 lab now commissioned – <i>AV now inducting personnel/ access to be limited to those inducted</i> • New HoS – <i>Lisa Keay to join team in 2019</i> 	Update from each workgroup representative Management Rep

12 Environmental matters <ul style="list-style-type: none"> • <i>Pigeon Infestation REFER: Issue 21061- CLOSED</i> <i>Has not progressed – Andrew Harris no longer resp. for M15</i> 	
13 New business/Business without notice KD – problems with pedestrian crossing on Barker Street ((LI) Council/RMS Issue)	All
14 Next meeting and future dates for the year TBC One meeting to be held at approximately end of each quarter	Chairperson
15 Close of Meeting Meeting closed 14:53	Chairperson

Office Bearers:



Dale W. Larden
Committee Chairperson (x54623)