

HS635

**Level 3 HS Committee Meeting
Minutes**

OWHS- 004A-021



UNSW
AUSTRALIA

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

Date	29th November 2016
Time	14:00 – 15:00
Place	Level 3; RMB North – Room 3.001
Agenda Distribution	Dale W. Larden (DL) – Chair Fiona Stapleton (FS) – HoS Kathleen G. Watt (KGW) – Management Rep (Level 1) Kay Dulhunty (KD) – Management Rep (Level 3) Paul Zytnik (PZ) – Elected Rep – (Level 2) Katherine Wong (KW) – Elected Rep (Level 1/3) Ajay Vijay (AV) – Elected Rep (Level 2 – Laboratories) Brian Cheng (BC) – Elected Rep (OMB) Emma Gibson (EG) – Postgrad/Student Rep Lance Islip (LI) – Faculty HSE Coordinator
1. Welcome and Apologies	Chairperson
<ul style="list-style-type: none">PRESENT : DL, FS, KGW, KD, AV, BC, RP LI,ABSENT: EG- Rajini Peguda (RP) representing	
2. Minutes (<i>SOVS-OHS-004-B-020</i>) from previous meeting held: <i>20th September 2016; 1400-1500- Adopted</i>	Chairperson

3. Action items and matters arising from the previous meeting	
3.1 Ajay to Contact Marnie RE Warden Training Record -Training record obtained and emailed to Dale	(AV)
3.2 Kathleen Watt to enroll in WHS Consultation Course -Training completed. Awaiting certificate	(KW)
3.3 Kathleen Watt to enroll in Warden Course To enroll in near future (2017)	(KW)
3.4 Brian Cheng to enroll in WHS Consultation Course -Completed	(BC)
3.5 Smoke detectors require un-taping by aircon contractors -Completed by Wormald	(DL)
3.6 Supervisor Training to be conducted informally in-lieu of UNSW training being made available Dale to liaise with Lance to potentially arrange group Supervisor training in Feb 2017 *Ajay still unable to enroll in WHS Consultation course, will email Lance directly in regards to course availability.	(LI) (DL)
4. Communication In and Out	Chairperson or Secretary
4.1 October Health and Safety Newsletter Presented	
5. Review of Hazards & Incidents Reported	
5.1 Issue # 16603 (ergonomics)- Postgraduate supplied with ergonomic vertical mouse to assist with wrist issues.	Update from each workgroup representative
5.2 Issue # 16605 (ergonomics)- Split keyboards issued.	

<p>5.3 Issue # 16606 (ergonomics)- Ergonomic Foot rests issued.</p> <p>Dale will follow up with Anne in regards to above mentioned issues to see if resolved.</p> <p>5.4 Clinic Security Incident (14/11/16)</p> <ul style="list-style-type: none"> Security called to assist removing angry patient from clinic + theft- Pending further discussion on both once resolution reached. 	
<p>6. Workplace Inspections</p> <p>6.1 Progress on completion of School/Unit Workplace Inspections</p> <p>New Calendar Reminder System</p> <ul style="list-style-type: none"> Ongoing as always- Some due from clinic again. Dale has created a calendar from which he will send email reminders to managers as WHS inspections are due. <p><i>Issue#: 16733 (Inspection 305)- Test and Tag issue - resolved</i></p> <p><i>Issue#:16732 (Inspection 304)- Test and Tag issue- resolved</i></p> <p>6.2 Progress on completion of Electrical testing and tagging schedule</p> <p>-Continual and ongoing- Risk assessment has been completed for desktop computers in a non-hostile environment, it is determined that desktop pc's in such areas no longer need regular tagging if not moved, visual yearly WHS inspection still applies.</p>	<p>Update from each workgroup representative</p>

<p>6.3 Progress on completion of Inspection, testing and monitoring schedule.</p> <p>-Autoclaves and fume hood inspected by FM Assist.</p> <p>-Biological safety cabinet still decommissioned awaiting production of suitable table.</p> <p>-PC1/2 status of lab a subject for further discussion.</p> <p>-Lab emergency shower flow rate has been tested recently- Ok</p>	
<p>7. WHS Training Update</p> <p>7.1 -Progress on new workers who have completed mandatory WHS training.</p> <p>-Training matrix has been developed and will put on J drive along with training list from Lance.</p> <p>7.2 Progress on completion of "Supervisor's training"</p> <p>-Individuals to complete. Any problems enrolling in training email Marnie or Lance.</p> <p>7.3 Any other training needs</p>	Update from each workgroup representative

<p>8. Progress on completion of online Self Audit Tool (SAT)</p> <p>8.1 Review schedule for completion of online SAT tool by schools/units - completed 27/04/2016. – -Fine other than training for supervisors previously discussed. Dale will complete again in Feb.</p>	Update Chairperson
<p>9. First aid, Emergency and Security Arrangements</p> <p>Review availability of First Aid Officers and Fire Wardens in all work areas.</p> <p>-Nicola suggested to complete First Aid Training. -Fiona Anderson to complete training again.</p>	Update from each workgroup representative
<p>10. Changes to Workplace</p> <p>10.1 Aircon Update (DL)</p> <p>- Essentially finished on our side of building(North Wing)- Not yet finalised- mid December</p> <p>10.2 New Workstations in School Office (KD)</p> <p>-Workstation checklists still need completing. Dale to email Kay names.</p>	Update from each workgroup representative Management Rep
<p>11. Environmental matters</p> <p>None to Report</p>	
<p>12. New business/Business without notice</p> <p>- School Questionnaire. Dale to complete.</p>	All

<p>12.1 External Audit Report</p> <p>- Audit to be determined. Lance has sent through the suggested dates through.</p>	
<p>13. Next meeting and future dates for the year</p> <p>-Sometime around Feb 2017- To be determined. Team will be notified.</p>	Chairperson
14. Close of Meeting	Chairperson

Office Bearers:

Dale W. Larden

Committee Chairperson (x54623)

Related document: HS337 HS Consultation Procedure