


HS635 Level 3 HS Committee Minutes OWHS- 004M-043_V1	
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FACULTY of Medicine and Health
SCHOOL of OPTOMETRY and VISION SCIENCE

Date	29th September 2022
Time	12:00 – 12:45
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) Eman Alzghoul – (EA) (HDR Rep) Binod Rayamajhee – (BR) (HDR Rep)
Preparation Notes	<ul style="list-style-type: none"> Minutes to previous meeting (OWHS-004M-042) – held 16/06/2022
Tabled Material	TM_01: OWHS-004M-042 (16-06-2022)_minutes_Draft TM_02: JULY_2022 WHS Monitor Report_SOVS TM_03: AUGUST_2022 WHS Monitor Report_SOVS TM_04: JULY_HS Training Report SOVS TM_05: SOVS_Training Deficiencies July 2022 TM_06: Email_In_Training Report July 2022 TM_07: SOVS_PDD PLAN_2022 TM_08: SOVS_Training Deficiencies August 2022 TM_09: Email_In_Safely Working from Home TM_10: Email_In_Comms hazardous manual task TM_10a: Safety Alert Haz Manual Task June 2022 TM_11: L3_Chairpersons Minutes TM_12: HS658_Local_Area_Responsibility_Matrix_SOVS_2022 TM_13: SOVS_PDD PLAN_2022 TM_14: SOVS_School Safety Plan_V1.0 TM_15: Email_In_Casual Employee & Identified Contractor Mandatory Training TM_16: Email_Out_School Safety Plan

Agenda Item	Report from
<p>1. Acknowledgement of Country</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>2. Welcome and apologies</p> <p>Present: DWL, KGW, TK, NK, PZ, AV, BBC, BR</p> <p>Absent: LK, EA</p>	Chairperson
<p>3. Approval of Minutes:</p> <p>OWHS-004M-042 (16/06/2022)</p> <p>-Approved</p>	Chairperson

<p>4. Action items and matters arising from the previous meeting</p> <p>4.1 <u>COVID 19</u></p> <ul style="list-style-type: none"> * Monitor NSW Health Communiques. * Masks recommended where social distancing not possible * Masks required in all face-to-face classes; clinical consultations <p>-</p> <p>How long are we going to keep wearing masks in clinic? Agreed for staff/students and patients to continue wearing masks in clinic until end of term 2022 and re asses.</p> <p>4.2 <u>First Aid Officers in ORLAB</u> DWL to Discuss with Ash</p> <p>Ashley Ang has agreed to be trained - Booked 09/11/22</p> <p>4.3 <u>Training</u></p> <p>DWL to summarize training data</p> <p>REFER: TM_04 July_2022 Training Report SOVS TM_05 SOVS_Training_Deficiencies_July 2022 TM_07 August_2022 Training Report SOVS TM_08 SOVS_Training_Deficiencies_August 2022</p> <p>TK to liaise with HR RE. deactivation of casuals to remove from training stats- Close</p> <p>Tracy has confirmed that casuals will be paid for training. Email to go out shortly.</p> <p>Casuals that haven't been paid for 3 months will be taken off report.</p> <p>NK to liaise Emma Chapman RE training records in casual pool data- Combined with TK above- Close</p> <p>Refer: TM_06: Email_In_Training Report July 2022 TM_15_Casual Employee & Identified Contractor Mandatory Training</p>	<p>(DWL)</p> <p>(DWL/BBC)</p> <p>(DWL)</p> <p>(TK)</p> <p>(NK/DWL)</p> <p>(DWL)</p>
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<p>4.4 <u>Flyscreens</u></p> <p><i>DWL to determine costings for fitting flyscreens to HDR room, lunchrooms, and clinic staff room</i></p> <p><i>Circa \$600 per screen – approx. 15 screens required.....EM Business partner Leticia Muusers stated that EM would pay – awaiting installation of screens in preclinic lab (Scheduled 17/06) to assess viability</i></p> <p>MEASURED – 12/09/2022</p> <p>4.5 <u>Sick Leave during COVID</u></p> <p><i>TK to liaise with HR to clarify sick leave requirement in relation to COVID and COVID isolation. Can't take sick leave, have to take annual leave. Refer to HR each time as covid rules change in time.</i></p> <p>4.6 <u>School Safety Plan</u></p> <p><i>DWL to share School Safety Plan with Staff</i></p> <p>Refer: TM_16_Email_Out_School Safety Plan</p> <p>4.7 <u>Olga Orlab</u></p> <p><i>BBC to liaise with Olga RE fall -closed.</i></p> <p>4.8 <u>MEDRIOS – AIR SAMPLER</u></p> <p><i>Ajay to liaise with MEDRIOS RE Air Sampler- Closed Mark decided he didn't need in the end.</i></p>	<p>(TK)</p> <p>(DWL)</p> <p>(BBC)</p> <p>(AV)</p>
<p>5 Communication In and Out</p> <p><u>IN</u></p> <p>5.1 JULY 2022 WHS Monitor Report (GO) 04/7/22 (TM_02)</p> <p>5.2. AUGUST 2022 WHS Monitor Report (GO) 03/08/22 (TM_03)</p> <p>5.3. JULY 2022 HS Training Report (GO) 07/7/22 (TM_04)</p> <p>5.4. AUGUST 2022 Training Report (GO) 22/08/22 (TM_07)</p> <p>5.4. Safely Working from Home (M&H) 11/7/22 (TM_09)</p> <p>5.5 Comms Hazardous manual Task (M&H) 22/6/22 (TM_10)</p> <p>5.6. L3 Chairpersons Meeting Minutes (GO) 31/08/22 (TM_11)</p>	<p>Chairperson or Secretary</p>

<p>5.7 Casual employee Contractor Training (HRD) 20/09/22 (TM_15)</p> <p><u>OUT</u></p> <p>5.8. SOVS School Safety Plan (DWL) 19/09/22 (TM_16)</p> <p>5.9. Local Area HS Responsibility Matrix (DWL) 07/09/22 (TM_12)</p>	
<p>6 Review of Hazards & Incidents Report</p> <p>6.1 HAZ-246 (Haz – Environment) – Mosquitoes in lab – CLSD Refer to flyscreens above.</p> <p>6.2 HAZ-322 (Haz – Equipment) – Fire Door sticking – CLSD</p> <p>6.3 HAZ-341 (Haz – Organisation) – Fake Phishing - CLSD</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> 	<p>Update from each workgroup representative</p>

<ul style="list-style-type: none"> • <i>WFH Checklists being completed</i> <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>Paul/Dale to TT on ad-hoc, prn basis</i> 	
<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>Last report (August 2022 (TM_07)</i> • <i>SOVS Summary_Deficiencies (TM_08)</i> <p style="color: blue;"><i>- Reports still inaccurate, Nicola is to email and double check.</i></p> <p>8.2 <u>Any other training needs</u></p> <ul style="list-style-type: none"> • <i>HS Consultation Training (HSECCO)</i> • <i>Lab Supervisor Training (Virtual : Face to Face)</i> • <i>Supervisor Training (Online) (HSEOSO)</i> • <i>Warden Training online (EMFW2020)</i> <p style="color: red;">• Internal Contractors and Casuals must now complete mandatory Training</p>	<p>(TK/DWL)</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"> • <i>DWL has requested Tianni to become FAO/FW</i> • <i>All clinic receptions to be required to be FW?</i> <i>- Dale has asked Kat and Mel to do online training, Tracy will arrange time for them to do it.</i> <p>9.2 Evacuation Drill:</p> <p>Held: August 30th 2022- Went well.</p>	<p>Update from each workgroup representative</p>
<p>10 Changes to Workplace</p> <ul style="list-style-type: none"> • nil 	<p>Update from each workgroup representative</p>
<p>11 Environmental matters</p> <ul style="list-style-type: none"> • <i>Nil</i> 	
<p>12 New business/Business without notice</p> <ul style="list-style-type: none"> • SALUS/WHS Monitor updates <p>-Still trying to bring new Safesys online, old safesys decommissioned in January.</p> <ul style="list-style-type: none"> - L2 H&S committee has been established. 	<p>(DWL)</p>
<p>13 Next meeting and future dates for the year</p> <ul style="list-style-type: none"> • Thursday December 8th 11:00 – 11:45 	<p>Chairperson</p>

14 Close of Meeting 12:45	Chairperson

Office Bearers:



Dr Dale W. Larden
Committee Chairperson (x54623)