


HS635 Level 3 HS Committee Minutes OWHS- 004M-042_V1	
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FACULTY of Medicine and Health
SCHOOL of OPTOMETRY and VISION SCIENCE

Date	16th June 2022
Time	11:00 – 11:45
Place	TEAMS
Agenda Distribution	Dale W. Larden (DWL) – Chair Lisa Keay (LK) – HoS Kathleen G. Watt (KGW) – Management Rep (Level 1) Katherine Wong(KW) – Professional 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) Giulia Oss (GO) – Faculty Rep Fatima Iqbal – (FM) (HDR Rep) Sue Kweon – (SK) (HDR Rep)
Preparation Notes	<ul style="list-style-type: none"> • Minutes to previous meeting (OWHS-004M-041) – held 31/03/2022 • School Safety Plan V1.0 (TM_08)
Tabled Material	TM_01: OWHS-004M-041 (31-03-2022)_minutes_Draft TM_02: MAY_2022 WHS Monitor Report_SOVS TM_03: JUNE_2022 WHS Monitor Report_SOVS TM_04: MAY_HS Training Report TM_05: M&H Safety Strategic Plan 2022-2023 Signed TM_06: Positive Due Diligence TM_07: SOVS_PDD PLAN_2022 TM_08: SOVS_School Safety Plan_V1.0 TM_09: Laboratory-Workshop_Induction-HS049_v3.2 TM_10: Chairpersons Minutes 08.06.2022 TM_11: TM_12: TM_13:

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, LK, KGW, TK, NK, PZ, BBC, GO, SK</p> <p>Absent: KW, AV, FM</p>	Chairperson
<p>3. Approval of Minutes:</p> <p>OWHS-004M-041 (31/03/2022)</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 	(DWL)

<p>4.2 <u>First Aid Officers in ORLAB</u> <i>DWL to Discuss with Ash</i></p> <p>Ashley Ang has agreed to be trained.</p> <p>Dale will try to organise for on campus training if available.</p>	(DWL/BBC)
<p>4.3 <u>Training</u></p> <p><i>TK to contact HR RE. appropriate time required for training and appropriate pay rate</i></p> <p><i>Tracy has finalized with HR. Casuals will be sent welcome school email which will list mandatory training courses, each course can take up to 1 hour and time can be claimed for each course completed.</i></p> <p><i>NK to liaise with DWL to send out email reminders</i></p>	(TK) (NK/DWL) (DWL)
<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>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</p>	(DWL)
<p>4.5 <u>First Aid SOVS</u></p> <p><i>DWL to add Vinod Maseedupally to ECO list</i></p> <p>Completed</p>	(DWL)
<p>4.6 <u>WSI</u></p> <p><i>DWL to liaise with Jackie Tan RE Draft Status of WSI</i></p> <p>Completed</p>	(DWL)

<p>4.7 <u>WSI</u></p> <p><i>DWL to circulate instructional videos to staff RE WSI</i></p> <p>Completed</p>	
<p>4.8 <u>PAT</u></p> <p><i>DWL to email all staff RE PAT and portable heaters</i></p> <p>Completed</p>	(DWL)
<p>4.9 <u>Safety Refresher</u></p> <p><i>AV to conduct safety refresher with lab staff</i></p> <p>Completed</p>	(AV)
<p>4.10 <u>AC in PC2 Lab dysfunctional</u></p> <p><i>DWL to raise HS Incident</i></p> <p>Completed – AC Repaired</p>	(DWL)
<p>4.11 <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</i></p> <p>Tracy has liaised with HR, uploading email from service NSW saying you have had a covid test will be sufficient. Tracy will check further with HR regarding working from home if in isolation.</p>	(TK)

<p>5 Communication In and Out</p> <p><u>IN</u></p> <p>5.1. MAY 2022 WHS Monitor Report (GO) 05/5/22 (TM_02) 5.2. JUNE 2022 WHS Monitor Report (GO) 02/06/22 (TM_03) 5.3. MAY 2022 HS Training Report (GO) 16/5/22 (TM_04) 5.4. M&H Safety Strategic Plan 2022-2023 (GO) 13/4/22 (TM_05) 5.5. Positive Due Diligence (GO) 13/4/22 (TM_06) 5.6. Updated HS049 (GO) 18/5/22 (TM_09) 5.7. L3 Chairpersons Meeting Minutes (GO) 10/06/22 (TM_10)</p> <p>- All above tabled in teams File section</p> <p><u>OUT</u></p> <p>5.7. SOVS PDD Plan 2022 (DWL) 17/05/22 (TM_07) 5.8. SOVS School Safety Plan (DWL) 17/05/22 (TM_08) 5.9. Email to All Staff RE PAT and Heaters (DWL) 08/04/22 5.10. Email to all Staff RE WSI (Instructions) (DWL) 20/04/22</p>	<p>Chairperson or Secretary</p>
<p>6 Review of Hazards & Incidents Report</p> <p>6.1 HAZ-244 (Haz – Equipment) – Exposed wires behind GPO – tripping RCD – possible rodents nibbling insulation – CLSD</p> <p>6.2 HAZ-246 (Haz – Environment) – Mosquitoes in lab – OPN</p> <p>-Screens currently being installed refer to item 4.4</p> <p>6.3 HAZ-322 (Haz – Equipment) – Fire Door sticking - OPN</p> <p>-Closed- Just fixed this morning</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>Still progressing</i> • <i>Staff have been emailed instructions – reminded to select ‘School of Optometry’</i> <p>7.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> • <i>Staff reminded by email that all items must be tagged – some additional items have been detected.</i> • <i>Staff have been emailed Portable Heater Guidelines 2021</i> 	<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>Last report (May 2022 (TM_04)</i> <p><i>Dale reported reports are looking better.</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> 	<p>(TK/DWL)</p>

<ul style="list-style-type: none"> • Warden Training online (EMFW2020) • Internal Contractors and Casuals must now complete mandatory Training <p>Casual Training will be valid for 5 years.</p> <p>Nic will ask Emma from HR project team for casual talent pool to see if there is a way to keep records of who has done training for easy future reference.</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"> • Staff instructed to evacuate immediately on alert tone. • Staff instructed to contact security immediately for all emergencies (93856666) <p>9.2 Evacuation Drill Scheduled for 23/05/2022 cancelled due to weather</p> <p>Rescheduled for Tuesday July 5th 10:15 am</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"> • Nil 	

<p>12 New business/Business without notice</p> <p>Tracy bought up Air contamination sampler request by Mark for PC2 lab.</p> <p>Dale will follow up with AJ regarding source of funding for this. To be raised as action item.</p>	(DWL)
<p>13 Next meeting and future dates for the year</p> <ul style="list-style-type: none"> • <i>Thursday June 16th 2022 11:00 – 11:45</i> • <i>Thursday September 29th 12:00 – 12:45</i> • <i>Thursday December 8th 11:00 – 11:45</i> 	Chairperson
<p>14 Close of Meeting</p> <p>11:34am</p>	Chairperson

Office Bearers:



Dr Dale W. Larden
Committee Chairperson (x54623)