


<b>HS635</b>  <b>Level 3 HS Committee Minutes</b>  <b>OWHS- 004M-041_V1</b>	
---	---

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

<b>Date</b>	<b>31<sup>st</sup> March 2022</b>
<b>Time</b>	<b>12:00 – 12:45</b>
<b>Place</b>	<b>TEAMS</b>
<b>Agenda Distribution</b>	Dale W. Larden ( <b>DWL</b> ) – Chair Lisa Keay ( <b>LK</b> ) – HoS Kathleen G. Watt ( <b>KGW</b> ) – Management Rep (Level 1) Katherine Wong( <b>KW</b> ) – Professional Rep (Level 3) Tracy Kane ( <b>TK</b> ) – Management Rep (Level 1) Nicola Kapo ( <b>NK</b> ) – Professional Rep (Level 3) Paul Zytnik ( <b>PZ</b> ) – Elected Rep – (Level 2) - Secretary Ajay Vijay ( <b>AV</b> ) – Elected Rep (Level 2 – Laboratories) Brian Cheng ( <b>BBC</b> ) – Elected Rep (OMB) Giulia Oss ( <b>GO</b> ) – Faculty Rep Fatima Iqbal – ( <b>FM</b> ) (HDR Rep) Sue Kweon – ( <b>SK</b> ) (HDR Rep)
<b>Preparation Notes</b>	<ul style="list-style-type: none"> <li>Minutes to previous meeting (OWHS-004M-040) – held 08/12/2021</li> </ul>
<b>Tabled Material</b>	<b>TM_01:</b> OWHS-004M-040 (08-12 -2021)_minutes_Draft <b>TM_02:</b> Chairperson Minutes (16/2/22) <b>TM_03:</b> Return to Campus – Safety Refresher <b>TM_04:</b> EOM Report (04/03/22) <b>TM_05:</b> SafeSys Report (04/03/22) <b>TM_06:</b> Training Report (11/03/22) <b>TM_07:</b> Spot-check Report (16/3/22) <b>TM_08:</b> NSW Health Factsheet – Close Contacts <b>TM_09:</b> NSW Health Factsheet – Testing Positive <b>TM_10:</b> SOVS Induction Booklet 2022 <b>TM_11:</b> <i>Email</i> : Compulsory Refresher Course <b>TM_12:</b> Personal Heater Guidelines <b>TM_13:</b> <i>Email:</i> Online Warden Training (GO) 8/2/22

Agenda Item	Report from
<p><b>1. Acknowledgement of Country</b></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><b>2. Welcome and apologies</b></p> <p><b>Present:</b> DWL, LK, KW, TK, NK, PZ, AV, BBC, GO, SK</p> <p><b>Absent:</b> FM, KGW</p>	Chairperson
<p><b>3. Approval of Minutes:</b></p> <p>OWHS-004M-040 (08/12/2021)</p> <p><b>Approved.</b></p>	Chairperson

<p><b>4. Action items and matters arising from the previous meeting</b></p> <p>4.1 <u>COVID 19</u></p> <ul style="list-style-type: none"> <li>* <b>Monitor NSW Health Communiques.</b></li> <li>* <b>Masks recommended where social distancing not possible</b></li> <li>* <b>Masks required in all face-to-face classes; clinical consultations</b></li> <li>* <b>Student and staff returns now based on NSW Health Guidelines</b> Refer <b>TM_08</b> and <b>TM_09</b></li> </ul> <p><b>POSITIVE CASE:</b> Return after 7 days if asymptomatic</p> <p><b>CLOSE CONTACT:</b> RAT/PCR ASAP and on DAY 6 Return if negative and asymptomatic</p> <p>4.2 <u>First Aid Officers in ORLAB</u></p> <p><b>BCC looking for new recruit- Ongoing.</b></p> <p>Still looking, Dale will talk to Ash in Orlab to see if he is interested in being a new recruit to the First aid Team</p> <p>4.3 <u>Training Issues</u></p> <p>Still Awaiting improvements to training register Focusing on New Hires</p>	<p>(DWL)</p> <p>(DWL/BBC)</p> <p>(DWL)</p> <p>(DWL)</p>
<p><b>5 Communication In and Out</b></p> <p><b><u>IN</u></b></p> <ul style="list-style-type: none"> <li>5.1. Chairpersons Minutes (GO) 17/2/22 (TM_02)</li> <li>5.2. Return to Campus Safety Refresher (GO) (TM_03)</li> <li>5.3. EOM Report (GO) 4/3/22 (TM_04)</li> <li>5.4. SafeSys Report (GO) 4/3/22 (TM_05)</li> <li>5.5 Training Report (GO) 11/3/22 (TM_06)</li> <li>5.6. Spot-Check Report (GO) 16/3/22 (TM_07)</li> <li>5.7. Compulsory Safety Refresher (SC) 29/3/22 (TM_11)</li> <li>5.8. Online Warden Training now available (GO) 8/2/22 (TM_13)</li> </ul>	<p>Chairperson or Secretary</p>

<p><b><u>OUT</u></b></p> <p>5.9. SOVS Induction Booklet 2022 (DWL) 24/01/22 (TM_10)</p> <p>5.10. Online Warden Training to ECO Team (DWL) 10/2/22</p>	
<p><b>6 Review of Hazards &amp; Incidents Report</b></p> <p>6.1 <b>INC 183</b> (Inc – Accident/Injury) - <b>CLSD</b> (All controls imp.)</p> <p>6.2 <b>INC-194</b> (Inc – Accident/Injury) - Burnt Cable – <b>CLSD</b> (All controls imp.)</p> <p>6.3 <b>INC-305</b> (Inc – Accident/Injury) – Finger Vs Door – <b>CLSD</b> (All controls imp.)</p> <p>6.4 <b>HAZ-244</b> (Haz – Equipment) – Exposed wires behind GPO – tripping RCD – possible rodents nibbling insulation – <b>OPN</b></p> <p>- Dale has arranged Stowe to check other consulting rooms in clinic but no other damaged has been found at this point.</p> <p><b>6.5 HAZ-246</b> (Haz – Environment) – Mosquitoes in lab - <b>OPN</b></p> <p>-Dale has arranged quotes for flyscreens for Preclinic Lab. Covid requirements have led to windows being open more of the time allowing mosquitos to enter the room- Students being bitten.</p> <p>-Lisa mention this may be a problem on level 3 as well, windows have been open in post Grad room and kitchens and seminar rooms.</p> <p>-Custom Flyscreen quotes for level 2 in progress.</p>	<p>Update from each workgroup representative</p>

<p><b>7 Workplace Inspections</b></p> <p>7.1 <u>Progress on completion of School/Unit Workplace Inspections</u></p> <ul style="list-style-type: none"> <li>• Now overdue</li> <li>• Staff struggling with online system</li> </ul> <p><i>-Online systems a bit complicated for some staff, Dale will make a short instruction video to share. Giulia mentioned there is an instructional video available that she will send to Dale.</i></p> <p>7.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> <li>• Extemporaneous electrical items being detected</li> <li>• Heaters will now become an issue (TM_12)</li> <li>• Standards to be reviewed</li> </ul> <p><i>No equipment should be brought onsite if not Tagged. Especially heaters during winter season. Giulia to check if there is an updated Test and Tag guideline since 2016 and notify Dale.</i></p>	<p>Update from each workgroup representative</p>
<p><b>8 WHS Training Update</b></p> <p>8.1 <u>Progress on new workers who have completed mandatory WHS training</u></p> <ul style="list-style-type: none"> <li>• Last report (March 2022 (TM_06)</li> </ul> <p><i>Still a mess, make main focus new starters for now.</i></p>	

<p>8.2 <u>Any other training needs</u></p> <ul style="list-style-type: none"> <li>• <i>HS Consultation Training (HSECCO)</i></li> <li>• <i>Lab Supervisor Training (Virtual : Face to Face)</i></li> <li>• <i>Supervisor Training (Online) (HSEOSO)</i></li> <li>• <i>Warden Training online (EMFW2020)</i></li> <li>• <i>Internal Contractors and Casuals must now complete mandatory Training</i></li> </ul> <p><i>Nic has been going through report- New hires all good, quite a few casuals still outstanding, Nic will copy Dale into emails going forward.</i></p>	<p>(TK/DWL)</p>
<p>9 <b>First aid, Emergency and Security Arrangements</b></p> <p>9.1 Review availability of First Aid Officers and Fire Wardens in all work areas:</p> <ul style="list-style-type: none"> <li>• New Wardens in Knowledge Exchange (Iain Walker)</li> <li>• New Wardens in SOVS (Katariina Pakarinen)</li> <li>• <i>Staff instructed to evacuate immediately on alert tone.</i></li> <li>• <i>Staff instructed to contact security immediately for all emergencies (93856666)</i></li> </ul> <p><i>-Vinod recently completed First aid Training for Level 3</i></p>	<p>Update from each workgroup representative</p>
<p>10 <b>Changes to Workplace</b></p> <ul style="list-style-type: none"> <li>• Up to 11 students moving to SEB: E8</li> </ul> <p><i>Dale has been liaising with IT to port over Vlan, students will move to new building soon.</i></p>	<p>Update from each workgroup representative</p>
<p>11 <b>Environmental matters</b></p> <ul style="list-style-type: none"> <li>• <i>Mosquitoes in Preclinical Lab (HAZ-246)</i> <i>As mentioned earlier in Hazards. Item 6.5</i></li> </ul>	

<p><b>12 New business/Business without notice</b></p> <p>-Air con broken in Ajay's Lab PC1,PC2, estate has given portable aircons but not good enough. Dale will put in system as Hazard.</p> <p>-Lisa bought up that staff may not be taking appropriate leave with covid. Many still working from home and not logging sick leave. Reminder that sick leave should be taken until completely better. Tracy will chat with HR to clarify sick leave certificate requirements for various covid isolation rules.</p> <p>No other Business.</p>	(DWL)
<p><b>13 Next meeting and future dates for the year</b></p> <ul style="list-style-type: none"> <li>• <i>Thursday June 16<sup>th</sup> 2022 11:00 – 11:45</i></li> <li>• <i>Thursday September 29<sup>th</sup> 12:00 – 12:45</i></li> <li>• <i>Thursday December 8<sup>th</sup> 11:00 – 11:45</i></li> </ul>	Chairperson
<p><b>14 Close of Meeting</b></p> <p><b>Meeting closed 12:45pm</b></p>	Chairperson

Office Bearers:



**Dr Dale W. Larden**

*Committee Chairperson (x54623)*