


<b>HS635</b>  <b>Level 3 HS Committee Minutes</b>  <b>OWHS- 004A-04M_V1</b>	
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**FACULTY of Medicine and Health**  
**SCHOOL of OPTOMETRY and VISION SCIENCE**

<b>Date</b>	<b>8<sup>th</sup> December 2022</b>
<b>Time</b>	<b>11:00 – 11:45</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) Tracy Kane ( <b>TK</b> ) – Management Rep (Level 3) 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) Eman Alzghoul ( <b>EA</b> ) (HDR Rep) Binod Rayamajhee ( <b>BR</b> ) (HDR Rep)
<b>Preparation Notes</b>	<ul style="list-style-type: none"> <li>Minutes to previous meeting (OWHS-004M-043) – held 29/09/2022</li> </ul>
<b>Tabled Material</b>	<b>TM_01:</b> OWHS-004M-043 (29-09-2022)_minutes Draft <b>TM_02:</b> NOVEMBER_2022 WHS Monitor Report SOVS <b>TM_03:</b> OCTOBER_HS Training Report SOVS <b>TM_04:</b> SOVS Training Deficiencies October 2022 <b>TM_05:</b> Email_In_Training Report October 2022 <b>TM_06:</b> Email_In_WHS Monitor Report November 2022 <b>TM_07:</b> Email_In_WFH Checklist <b>TM_08:</b> Email_In_Mask Wearing in Lab <b>TM_09:</b> Email_Out_Building Operations During Shutdown (HS703) <b>TM_10:</b> SCI-OPTOM-RMF-18836 <b>TM_11:</b> Safety Report Medicine Faculty Board December 2022

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, KGW, NK, AV, BBC</p> <p><b>Absent:</b></p> <p>Giulia Oss (GO), TK, EA, BR</p>	Chairperson
<p><b>3. Approval of Minutes:</b></p> <p>OWHS-004M-043 (29/09/2022)</p> <p>-Approved</p>	Chairperson
<p><b>4. Action items and matters arising from the previous meeting</b></p> <p>4.1 <u>COVID 19</u></p> <p><b>* Monitor NSW Health Communiques.</b></p> <p><b>* Refer TM_08 :</b> <i>Masks no longer required in M&amp;H Labs, unless specifically required</i></p> <p><b>* From commencement of clinic operations in 2023 :</b></p> <ul style="list-style-type: none"> <li>- Masks not required to be worn by patients,</li> <li>- Or by staff in reception, in waiting areas, staff office/kitchen areas and circulation spaces.</li> <li>- Clinicians required to wear mask in consulting room, unless it specifically inhibits procedural operation</li> <li>- Students and staff <b>not required to isolate</b> for seven days if COVID positive or close contact, <b>provided they are asymptomatic</b></li> </ul>	<p>(DWL)</p> <p>(DWL)</p>

<p><b>- Clinical students on external placements (excluding CFEH) will still be required to isolate for 7 days (SCI-OPTOM-RMF-18836)</b></p> <p><i>-LK expressed concern that having a Seven-day covid isolation rule for external placements was not consistent with the UNSW clinic's no isolation rule and would add a layer of unnecessary complexity.</i></p> <p><i>-Current external placement rule seems over cautious. Compared to UNSW rule.</i></p> <p><i>-Lk's Suggestion is to go with whatever the current placement's health setting requires.</i></p> <p><i>-Dale will talk with Michelle B about suggested change to External placements.</i></p> <p><b>* From commencement of Face-to Face Practicals in 2023:</b></p> <ul style="list-style-type: none"> <li><i>- Masks optional for students and staff, unless specifically prohibited by Faculty or UNSW RM</i></li> <li><i>- Students and staff <b>not required to isolate</b> for seven days if COVID positive or close contact, <b>provided they are asymptomatic</b></i></li> </ul>	
<p>4.2 <u>First Aid Officers in ORLAB</u> <i>DWL to Discuss with Ash</i></p> <p><b>Ashley Ang has agreed to be trained - Completed 7/11/22</b></p>	(NK/DWL)
<p>4.3 <u>Training</u></p> <p><i>DWL to summarize training data</i></p> <p><b>REFER: TM_03 October Training Report SOVS</b> <b>TM_04 SOVS_Training_Deficiencies_October 2022</b></p>	(DWL)
<p><i>-Still having issues confirming all training, Go not present to follow up</i></p> <p><i>TK to inform reception staff to complete on-line warden</i></p> <p><i>TK Still to confirm.</i></p>	(TK)

<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><b>INSTALLED in all spaces</b></p> <p><b>Resolved.</b></p>	<p>(DWL)</p>
<p><b>5 Communication In and Out</b></p> <p><b><u>IN</u></b></p> <p>5.1. October 2022 HS Training Report (GO) 23/10/22 (TM_05)  5.2. WHS Monitor Report – November 2022 (GO) 02/11/22 (TM_06)  5.3. WFH Checklist (GO) 14/10/22 (TM_07)  5.4 Mask Wearing in Labs (GO) 10/08/22 (TM_08)</p> <p><b><u>OUT</u></b></p> <p>5.5. Building operations during shutdown (DWL) 22/10/22 (TM_09)</p>	<p>Chairperson or Secretary</p>

<p><b>6 Review of Hazards &amp; Incidents Report</b></p> <p><b>6.1 HAZ-411</b> (Haz – Equipment) – GPO in School office – <b>CLSD</b></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><i>Ongoing</i></li> <li><i>WFH Checklists must now have been completed or working from home is not permitted</i></li> </ul> <p><i>Due again, Dale will send out a reminder for January 2023</i></p> <p>7.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> <li><i>Taken over by Faculty</i></li> <li><i>Paul/Dale to TT on ad-hoc, prn basis</i></li> </ul>	<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><i>Last report (October 2022 (TM_03)</i></li> <li><i>SOVS Summary - Deficiencies (TM_04)</i></li> </ul>	

<p>8.2 <u>Any other training needs</u></p> <ul style="list-style-type: none"> <li>• <b>Warden Training online (EMFW2020)</b> <ul style="list-style-type: none"> <li>- Clinic Reception Staff to be trained as FW</li> <li>- Internal Contractors and Casuals must now complete mandatory Training</li> </ul> </li> </ul>	<p>(TK)</p> <p>(GO)</p>
<p><b>9 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>• <i>DWL has requested Tianni to become FAO/FW</i> <ul style="list-style-type: none"> <li>-Dale to follow up, possibly someone else on level 3 to be FAO, Nic will follow up with some part time staff members. Will send names to Dale.</li> </ul> </li> <li>• <i>All clinic receptions to be required to be FW?</i></li> </ul> <p>9.2 Chief Warden Meeting: (December 2<sup>nd</sup> 2022)</p> <p>ECO Review recently completed:</p> <ul style="list-style-type: none"> <li>- Increased training – EM for all staff</li> <li>- Moving to ECO Zones</li> <li>- Back to evacuate entire building immediately on alert</li> </ul> <p>9.3. New Evacuation Diagrams available early January 2023</p> <p>-Security will be printing out new maps after reassessing the building recently</p>	<p>Update from each workgroup representative</p>

<b>10 Changes to Workplace</b> <ul style="list-style-type: none"> <li>Student space in Engineering to be returned to faculty (Early 2023).</li> <li>Space has been made available in CFEH – (12/18 spaces): <a href="#">Security removing alarm system – changing access to general swipe</a>. IT looking at adding ports to OPTOM VLAN (304)</li> </ul>	Update from each workgroup representative
<b>11 Environmental matters</b> <ul style="list-style-type: none"> <li><i>Nil</i></li> </ul>	
<b>12 New business/Business without notice</b> <ul style="list-style-type: none"> <li>SALUS/WHS Monitor updates <ul style="list-style-type: none"> <li>- Now in testing phase</li> </ul> </li> <li>Working during shutdown – (HS703 required) : Buddy system in PC2</li> <li>New Defibrillators - New Evacuation Diagrams</li> <li>Lisa Nivison-Smith to re-join committee in 2023</li> <li>New L2 Committee established (TOR – TM_11) <p>15<sup>th</sup> February 1600 – 1700  4<sup>th</sup> May 1300 – 1400  17<sup>th</sup> August 1000 – 1100  2<sup>nd</sup> August 1500 – 1600</p> <p><a href="#">Ajay reported some electrical issues in prep room in lab. Ajay has reported EM has put new breaker in. Unclear on what is causing it.</a></p> <p><a href="#">Ongoing Aircon issues in PC2 labs. Is on Archibus</a></p> </li> </ul>	(DWL)
<b>13 Next meeting and future dates for the year</b> <ul style="list-style-type: none"> <li><i>TBC</i></li> </ul>	Chairperson
<b>14 Close of Meeting: 11:45</b>	Chairperson

Office Bearers:



**Dr Dale W. Larden**

*Committee Chairperson*