

HS635

Level 3 HS Committee Minutes

OWHS- 004M-040



FACULTY of Medicine and Health  
SCHOOL of OPTOMETRY and VISION SCIENCE

<b>Date</b>	<b>8<sup>th</sup> December 2021</b>
<b>Time</b>	<b>14:00 – 14:30</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 – 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 Lisa Nivison-Smith ( <b>LS</b> ) – CFEH 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-039) – held 05/11/2021</li></ul>
<b>Tabled Material</b>	<b>TM_01:</b> OWHS-004M-039 (05-11-2021)_minutes_Draft <b>TM_02:</b> Email 10.11.21;10:31 Blue Recycle Bin – Second Communique <b>TM_03:</b> Email 30.11.21;10:50 Training Report Inconsistencies – Moodle Training Issues <b>TM_04:</b> Training Report November 2021 <b>TM_05:</b> Email 26.11.21;12:53 (GO) Training completion Statistics – November 2021 <b>TM_06:</b> WHS Update MEDHealth Responses Mar 2021 - SOVS <b>TM_07:</b> 202111 EOM Report Opt&Vis _ Redacted <b>TM_08:</b> SafeSys December 2021 - SOVS

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: LK, GO, AV, NK, SK, BBC</b></p> <p><b>Absent: PZ, KW, TK, KWG, LS, FM</b></p>	<p>Chairperson</p>
<p><b>3. Approval of Minutes:</b></p> <p><i>OWHS-004M-039 (05/11/2021)</i> <i>Accepted</i></p>	<p>Chairperson</p>
<p><b>4. Action items and matters arising from the previous meeting</b></p> <p>4.1 <u>COVID 19</u></p> <p><b>Work from Home Restrictions Still Apply.</b></p> <p><b>Written approval from faculty required – Phase 1 until EOY</b></p> <p><b>MED&amp;Health have new application form:</b></p> <p><a href="https://forms.office.com/r/ZftvCYitb6">https://forms.office.com/r/ZftvCYitb6</a></p> <p><b>Monitor NSW Health Communiques.</b></p>	<p>(DWL)</p> <p>(DWL/BBC)</p>

(DWL)

#### 4.2 First Aid Officers in ORLAB

**BCC looking for new recruit- Ongoing.**

**-Brian to discuss further with Maitreyee.**

(DWL)

#### 4.3 Updated Vaccination Requirements – Course Handbook

Dale to contact Michelle B. RE Update to handbook – **completed**:

Listed in handbook:

#### **Medical Assessment**

*This program includes placements in Health Facilities in Australia, private practice and the UNSW Optometry Clinic. In order to attend these placements, students will need to comply with Health Facility's immunisation and blood borne viruses policies.*

*This doesn't seem to specifically mention a requirement for a COVID vaccination to attend classes and clinics within our school?*

*None of these attachments specifically mention COVID;*

*The record card is dated February 2021 and doesn't list COVID vaccination. The 'What vaccines do I need' is dated May 2020 and doesn't mention COVID, or influenza as it happens.*

#### 4.4 Issues with Training Modules

Dale to Selvin Rajakumar ([selvin.rajakumar@unsw.edu.au](mailto:selvin.rajakumar@unsw.edu.au))

RE issues with training modules freezing – **Has reset HSECCO for LK**

**-Staff still having issues with course being shown as incomplete  
Dale has been in contact with Selvin.**

<p><b>5 Communication In and Out</b></p> <p><b><u>IN</u></b></p> <p>5.1. Email 29.11.21;12:53 (GO) Training Completion Stats – November 2021</p> <p>5.2. Email 01.12.21;15:58 (GO) UNSW Safety Process Update – November 2021</p> <p>5.3. Email 02.12.21;10:10 (GO) SafeSys Report – December 2021</p> <p>5.4. Email 07.12.21;08:28 (GO) EOM Report – December 2021</p> <p><b><u>OUT</u></b></p> <p>5.2. Email 10.11.21;10:31 Blue Recycle Bin – Second Communique</p> <p>5.3. Email 30.11.21;10:50 Training Report Inconsistencies – Moodle Training Issues</p>	<p>Chairperson or Secretary</p>

<p><b>6 Review of Hazards &amp; Incidents Report</b></p> <p>6.1 Issue #27386 (Hzd – Build.Dmg.) – Handrail – <b>CLS</b> Transferred to WHS Monitor (<b>HAZ-96</b>)</p> <p>6.2 <b>HAZ-167</b> (Hzd – Environment) – Blue Bin – <b>CLS</b></p> <p>6.3 <b>HAZ-168</b> (Hzd – Environment – Lighting) - <b>CLS</b></p> <p>6.4 <b>INC 183</b> (Inc – Accident/Injury) - <b>OPN</b></p> <p>6.5 <b>INC-194</b> (Inc – Accident) - Burnt Cable on Heater/Stirrer - <b>OPN</b></p> <p><b>RE: 6.5 Recommendation for shorter cables/ Velcro cable ties, update incident report with corrective measures.</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>Progressing – currently on hold- review January 2022</i></li> </ul> <p>7.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> <li>▪ <i>Proceeding as required</i></li> </ul>	<p>Update from each workgroup representative</p>

<ul style="list-style-type: none"> <li>▪ <i>PAT Unit Calibrated until November 2022</i></li> <li>▪ <i>Remind staff that all PA require testing if brought onsite</i></li> </ul>	
<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 (November 2021) (TM_04)</i> <i>Multiple errors and inconsistencies – UNSWtraining contacted</i></li> </ul> <p>8.2 <u>Any other training needs</u></p> <ul style="list-style-type: none"> <li>• <i>Internal Contractors and Casuals must now complete mandatory training</i></li> <li>- <b>Dale with discuss with Tracy/ Kath about logistics involved with short term employees doing multiple trainings.</b></li> </ul>	
<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>Building currently on lockdown – all staff working from home unless exemption granted</i></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>Update from each workgroup representative</p>

<p><b>10 Changes to Workplace</b></p> <ul style="list-style-type: none"> <li>• Possible removal of access to OMG G25 -Moving to E8 Initially; Dale awaiting response from Catherine Stander (<a href="mailto:c.stander@unsw.edu.au">c.stander@unsw.edu.au</a>) – since approved for 12 workspaces</li> <li>• DWL to liaise with M.Markoulli RE logistics of move</li> </ul>	(DWL)
<p><b>11 Environmental matters</b></p> <ul style="list-style-type: none"> <li>• <i>Nil to report</i></li> </ul>	
<p><b>12 New business/Business without notice</b></p> <p>12.1. <u>UNSW Safety Process Update November 2021 (TM_06)</u>:</p> <p style="text-align: center;"><i>-Dale currently liaising with staff regarding this matter.</i></p> <p>12.2. <u>EOM Report December 2021 (TM_07)</u>:</p> <p>12.3. <u>SafeSYS Report December 2021 (TM_08)</u>:</p> <ul style="list-style-type: none"> <li>- Dale will send report of outstanding drafts and items to Julia to remove.</li> </ul> <p>12.4. Casual – Contractor HS Training logistics</p>	<p>(DWL)</p> <p>(DWL)</p>

<p>12.5 Hazard/Incident Reporting Limitations within WHS Monitor</p> <ul style="list-style-type: none"> <li>- Dale can't view hazards which is a potential hazard in itself. Giulia acknowledges and will pass on feedback regarding permissions.</li> </ul> <hr/> <p><b><u>Employee Assistance Program</u></b></p> <p><a href="https://www.wellbeing.unsw.edu.au/eap-benestar">https://www.wellbeing.unsw.edu.au/eap-benestar</a></p> <p><b><u>MHFA</u></b></p> <p><b>Dale Larden</b> (d.larden@unsw.edu.au)</p> <p><b>Katariina Pakarinen</b> (k.pakarinen@unsw.edu.au)</p> <p><b>Maria Markoulli</b> (m.markoulli@unsw.edu.au)</p>	
<p><b>13 Next meeting and future dates for the year</b></p> <ul style="list-style-type: none"> <li>• <i>To be Confirmed February 2022</i></li> </ul>	Chairperson
<p><b>14 Close of Meeting</b> <b>14:35</b></p>	Chairperson

Office Bearers:





**Dr Dale W. Larden**  
*Committee Chairperson (x54623)*