# Level 3 HS Committee Minutes

**Facility of Medicine and Health**  
**School of Optometry and Vision Science**

<table>
<thead>
<tr>
<th>Date</th>
<th>17th August 2021</th>
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<tbody>
<tr>
<td>Time</td>
<td>13:15 – 14:00</td>
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<tr>
<td>Place</td>
<td>TEAMS</td>
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## Agenda Distribution
- Dale W. Larden (DWL) – Chair  
- Lisa Keay (LK) – HoS  
- Kathleen G. Watt (KGW) – Management Rep (Level 1)  
- Katherine Wong – Professional Rep (Level 3)  
- Tracy Kane (TK) – Management Rep (Level 1)  
- 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)  
- Tracey Clay (TC) – Faculty Rep  
- Hari Peguda – (HP) (HDR Rep)

## Preparation Notes
- Minutes to previous meeting (OWHS-004M-037) – held 26/03/2021

## Tabled Material
- **TM_01**: OWHS-004M-037 (26-03-2021)_minutes_Draft  
- **TM_02**: Medicine & Health Level 3 committee report May 2021  
- **TM_03**: MED Training Report_June 2021  
- **TM_04**: Code-of-Practice_Managing-psychosocial-hazards  
- **TM_05**: Workplace_online_abuse_employers  
- **TM_06**: Workplace_online_abuse_workers  
- **TM_07**: SafeSys Data_Optometry & Vision Science July 2021  
- **TM_08**: Lab_Spot Check Report1944932021-Jun-23-093035
<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Report from</th>
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<tbody>
<tr>
<td>1. Acknowledgement of Country</td>
<td>Chairperson</td>
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<tr>
<td>We respectfully acknowledge the traditional custodians of the land on which this meeting is conducted. We respectfully acknowledge elders past and present.</td>
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<td>2. Welcome and apologies</td>
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<tr>
<td>Present: DWL, LK, TK, NK, PZ, AV, BBC, TC</td>
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<td>Absent: KGW, HP</td>
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<td>3. Approval of Minutes:</td>
<td>Chairperson</td>
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<tr>
<td>OWHS-004M-037 (26/03/2021)</td>
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<td>-Approved</td>
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<td>4. Action items and matters arising from the previous meeting</td>
<td>(DWL)</td>
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<td>4.1 Warden Training:</td>
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<td>Warden Zones Now in Operation:</td>
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<td>Precinct 3; Group 3 : (K17; J17; M15)</td>
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<tr>
<td>(Ainsworth, Willis Annexe, Computer Science &amp; Rupert Myers),</td>
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<tr>
<td>-UNSW is now divided into precincts and groups. Chief Warden/</td>
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<td>Deputy wardens in Rupert Myers and above mentioned buildings will now</td>
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<td>assist in emergency situations across all buildings in the same zone if required.</td>
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<td>4.2 Project Salus Update</td>
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<td>WHS Monitor now live.</td>
<td>(DWL/TC)</td>
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<td>All hazards; incidents; WSI should be entered in WHSM</td>
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<td>SafeSYS RMF scheduled to move across end of September</td>
<td>(DWL)</td>
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<td>TM_07 (SOVS SafeSYS forms)</td>
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<td>-Outstanding Safesys docs are currently in the process of being approved ready for move.</td>
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### 4.3 COVID 19

Work from Home Restrictions Still Apply.

Written approval from faculty required.

- Best Communication process for approval will be confirmed with Vlado.

Monitor NSW Health Communiques.

### 4.4 First Aid Officers in ORLAB

BCC looking for new recruit - Ongoing.

- Brian has checked with old main First aid team and they are happy to assist with Orlab first aid if required. No other recruit necessary at this stage.

- Closed.

### 4.5 Mental Health First Responder Training

Currently Trained:

Dale Larden  
Katarina Pakarinen  
Maria Markoulli  
Michelle Bonanno

Training now available online

### 4.6 HSECCO

Committee Consultation Training – all committee members  
**HSECCO-HSE Consultation Course via MOODLE.**

- Tracy C will send report to Dale to confirm numbers completed

### 5 Communication In and Out

**IN**

5.1. *TM_02_Medicine & Health Level 3 committee report May 2021*
5.2. TM_03_MED Training Report June 2021

5.3. TM_04_Code of Practice (Managing Psychological Hazards)

5.4. TM_05_06_Workplace Online Abuse (Employers/Workers)

5.5. TM_07_SOVS SafeSYS Documents – pending Tx to WHS Monitor
- Ajay, Dale and Lisa Nivison Smith currently working on this.

5.6. TM_08_Lab Spot-Check Report
-Tracy reported minor issues reported at the time, Ajay has resolved and closed most issues off. Some still in process as Ajay can’t currently log on from home.

5.7. Bio-Safety Cabinet Safety Alert

https://safety.unsw.edu.au/node/128/

6. Review of Hazards & Incidents Report

6.1 Issue #27386 (Hzd – Build.Dmg.) – Handrail – IP
    Transferred to WHS Monitor (HAZ-96)

6.2 Issue #27878 (Hzd – STF) – Lighting – CLS

6.3 Issue #27882 (WSI – Elec) -Lighting Fallen – CLS

6.4 Issue #27883 (WSI – Other) – Saline Eye Wash Exp. – CLS

6.5 HAZ-66 (Hzd – Equipment) – Safety Mirror – IP
    - To be checked by Dale upton return to site.

6.6 HAZ-67 (Hzd – Equipment – Lighting) - CLS

Update from each workgroup representative
7 Workplace Inspections

7.1 Progress on completion of School/Unit Workplace Inspections

- Email correspondence to Staff Requesting that these now be completed.
  (Sent: 18/03/2021)
- Progressing – currently on hold

*Now conducted through WHS monitor, Dale will send email to all staff to request them to do a workplace Safety inspection when they return to site, can be done online.*

*Tracy has offered to run a session on new online inspection module when we return to site.*

7.2 Progress on completion of Electrical testing and tagging schedule

- Entire Building Reviewed and tested as required by STOWE PC
- PAT Unit Calibrated until November 2022

-To be reviewed on return.
8  WHS Training Update

8.1 Progress on new workers who have completed mandatory WHS training

- Last report (June (TM_05) – 100% Complete

8.2 Any other training needs

- HS Consultation Training (HSECCO) – (All Committee Members)
- Lab Supervisor Training (Virtual : Face to Face)
- Supervisor Training (Online) (HSEOSO)

(3 SOVS Staff – incomplete)

Email Sent to Relevant Staff from LK

- Warden Training online (EMFW2020)
- Mandatory HSE Training – Current Staff

(7 SOVS Staff – 1 or more incomplete)
(2 SOVS Staff -1 or more not enrolled)

Email Sent to Relevant Staff from LK

Some staff showing incomplete training need to be reviewed, possible software problems. Will be reviewed when new report comes.

Tracy C, will have next training report to us in the next week and half approx

9  First aid, Emergency and Security Arrangements

9.1 Review availability of First Aid Officers and Fire Wardens in all work areas:

- Building currently on lockdown – all staff working from home unless exemption granted

Update from each workgroup representative
## Changes to Workplace
- No report
- Some painting being done on building at the moment, Dale will circulate email to any who may be on site.

## Environmental matters
- No report

## New business/Business without notice

### 12.1 Student Vaccination

**Clinical Stage Student Vaccination Rates (13.08.21):**

- **Stage 4:** 32% 1 Dose; 48% 2 Doses; 21% Booked
- **Stage 5:** 57% 1 Dose; 40% 2 Doses; 3% Booked

- Dale reported vast majority should be done by end of September

*Special Thanks to UNSW Health Service and Hannan Awada for facilitating appointments for our students*

### 12.2 Staff Vaccination Requirements

- Talks are currently being had with recovery team, no answers right at this moment regarding vаксs in workplace.

### 12.3 Return to Work Strategies

### 12.4 Employee Assistance Program


### 12.5 MHFA

- Dale Larden
- Katiariina Pakarinen
- Maria Markoulli
- Michelle Bonanno
### 13 Next meeting and future dates for the year

- Friday 29/10/2021 (1300 – 1345)
- Friday 03/12/2021 (1300 – 1345)

### 14 Close of Meeting

17/08/2021 2:00PM

Office Bearers:

![Signature](signature)

**Dr Dale W. Larden**

*Committee Chairperson (x54623)*