

HS635

Level 3 HS Committee Minutes

OWHS- 004M-038



UNSW
AUSTRALIA

FACULTY of Medicine and Health
SCHOOL of OPTOMETRY and VISION SCIENCE

Date	17 th August 2021
Time	13:15 – 14:00
Place	TEAMS
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 Zytznik (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	<ul style="list-style-type: none">• 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

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, TK, NK, PZ, AV, BBC, TC</p> <p>Absent: KGW, HP</p>	Chairperson
<p>3. Approval of Minutes:</p> <p>OWHS-004M-037 (26/03/2021)</p> <p>-Approved</p>	Chairperson
<p>4. Action items and matters arising from the previous meeting</p> <p>4.1 <u>Warden Training:</u></p> <p>Warden Zones Now in Operation:</p> <p>Precinct 3; Group 3 : (K17; J17; M15)</p> <p>(Ainsworth, Willis Annexe, Computer Science & Rupert Myers),</p> <p>-UNSW is now divided into precincts and groups. Chief Warden/ Deputy wardens in Rupert Myers and above mentioned buildings will now assist in emergency situations across all buildings in the same zone if required.</p> <p>4.2 <u>Project Salus Update</u></p> <p>WHS Monitor now live.</p> <p><i>All hazards; incidents; WSI should be entered in WHSM</i></p> <p>https://www.riskmanagement.unsw.edu.au/work-health-and-safety</p> <p>SafeSYS RMF scheduled to move across end of September</p> <p>TM_07 (SOVS SafeSYS forms)</p> <p>-Outstanding Safesys docs are currently in the process of being approved ready for move.</p>	<p>(DWL)</p> <p>(DWL/TC)</p> <p>(DWL)</p>

<p>4.3 <u>COVID 19</u></p> <p>Work from Home Restrictions Still Apply.</p> <p>Written approval from faculty required.</p> <p>-Best Communication process for approval will be confirmed with Vlado.</p> <p>Monitor NSW Health Communiques.</p> <p>4.4 <u>First Aid Officers in ORLAB</u></p> <p>BCC looking for new recruit- Ongoing.</p> <p>-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.</p> <p>-Closed.</p> <p>4.5 <u>Mental Health First Responder Training</u></p> <p><i>Currently Trained:</i> Dale Larden Katariina Pakarinen Maria Markoulli Michelle Bonanno</p> <p><i>Training now available online</i></p> <p>4.6 <u>HSECCO</u></p> <p>Committee Consultation Training – all committee members HSECCO-HSE Consultation Course via MOODLE.</p> <p>-Tracy C will send report to Dale to confirm numbers completed</p>	<p>(DWL)</p> <p>(BBC)</p> <p>(DWL)</p> <p>(DWL)</p> <p>(TC)</p>
<p>5 Communication In and Out</p> <p><u>IN</u></p> <p>5.1. <i>TM_02_Medicine & Health Level 3 committee report May 2021</i></p>	<p>Chairperson or Secretary</p>

<p>5.2. <i>TM_03_MED Training Report June 2021</i></p> <p>5.3. <i>TM_04_Code of Practice (Managing Psychological Hazards)</i></p> <p>5.4. <i>TM_05_06_Workplace Online Abuse (Employers/Workers)</i></p> <p>5.5. <i>TM_07_SOVS SafeSYS Documents – pending Tx to WHS Monitor</i> <i>- Ajay, Dale and Lisa Nivison Smith currently working on this.</i></p> <p>5.6. <i>TM_08_Lab Spot-Check Report</i> <i>-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.</i></p> <p>5.7. Bio-Safety Cabinet Safety Alert https://safety.unsw.edu.au/node/128/</p>	
<p>6 Review of Hazards & Incidents Report</p> <p>6.1 Issue #27386 (Hzd – Build.Dmg.) – Handrail – IP Transferred to WHS Monitor (HAZ-96)</p> <p>6.2 Issue #27878 (Hzd – STF) – Lighting – CLS</p> <p>6.3 Issue #27882 (WSI – Elec) -Lighting Fallen – CLS</p> <p>6.4 Issue #27883 (WSI – Other) – Saline Eye Wash Exp. – CLS</p> <p>6.5 HAZ-66 (Hzd – Equipment) – Safety Mirror – IP - To be checked by Dale upto return to site.</p> <p>6.6 HAZ-67 (Hzd – Equipment – Lighting) - CLS</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>Email correspondence to Staff Requesting that these now be completed. (Sent: 18/03/2021)</i> • <i>Progressing – currently on hold</i> <p><i>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.</i></p> <p><i>Tracy has offered to run a session on new online inspection module when we return to site.</i></p> <p>7.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> ▪ <i>Entire Building Reviewed and tested as required by STOWE PC</i> ▪ <i>PAT Unit Calibrated until November 2022</i> <p>-To be reviewed on return.</p>	<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 (June (TM_05) – 100% Complete</i> <p>8.2 <u>Any other training needs</u></p> <ul style="list-style-type: none"> • <i>HS Consultation Training (HSECCO) – (All Committee Members)</i> • <i>Lab Supervisor Training (Virtual : Face to Face)</i> • <i>Supervisor Training (Online) (HSEOSO)</i> <i>(3 SOVS Staff – incomplete)</i> <i>Email Sent to Relevant Staff from LK</i> • <i>Warden Training online (EMFW2020)</i> • <i>Mandatory HSE Training – Current Staff</i> <i>(7 SOVS Staff – 1 or more incomplete)</i> <i>(2 SOVS Staff -1 or more not enrolled)</i> <i>Email Sent to Relevant Staff from LK</i> <p>Some staff showing incomplete training need to be reviewed, possible software problems. Will be reviewed when new report comes.</p> <p>Tracy C, will have next training report to us in the next week and half approx</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"> • <i>Building currently on lockdown – all staff working from home unless exemption granted</i> 	<p>Update from each workgroup representative</p>

<p>10 Changes to Workplace</p> <ul style="list-style-type: none"> • Nil to report <p>- Some painting being done on building at the moment, Dale will circulate email to any who may be on site.</p>	<p>Update from each workgroup representative</p>
<p>11 Environmental matters</p> <ul style="list-style-type: none"> • Nil to report 	
<p>12 New business/Business without notice</p> <p>12.1. <u>Student Vaccination</u></p> <p>Clinical Stage Student Vaccination Rates (13.08.21):</p> <p>Stage 4: 32% 1 Dose ; 48% 2 Doses ; 21% Booked</p> <p>Stage 5: 57% 1 Dose; 40% 2 Doses ; 3% Booked</p> <p>- Dale reported vast majority should be done by end of September</p> <p>Special Thanks to UNSW Health Service and <u>Hannan Awada</u> for facilitating appointments for our students</p> <p>12.2. <u>Staff Vaccination Requirements</u></p> <p>- Talks are currently being had with recovery team, no answers right at this moment regarding vacs in workplace.</p> <p>12.3 <u>Return to Work Strategies</u></p> <p>12.4. Employee Assistance Program</p> <p>https://www.wellbeing.unsw.edu.au/eap-benestar</p> <p>12.5. MHFA</p> <p>Dale Larden Katariina Pakarinen Maria Markoulli Michelle Bonanno</p>	<p>(DWL)</p> <p>(TC)</p> <p>(TC)</p>

<p>13 Next meeting and future dates for the year</p> <ul style="list-style-type: none"> • Friday 29/10/2021 (1300 – 1345) • Friday 03/12/2021 (1300 – 1345) 	Chairperson
<p>14 Close of Meeting</p> <p>17/ 08/ 2021 2:00PM</p>	Chairperson

Office Bearers:



Dr Dale W. Larden
Committee Chairperson (x54623)