## Level 3 HS Committee Minutes

**OWHS-004A-035**

**Date** | 17th September 2020  
**Time** | 13:00 – 13:45  
**Place** | TEAMS  

**Agenda Distribution**  
- Dale W. Larden (DWL) – Chair  
- Lisa Keay (LK) – HoS  
- Kathleen G. Watt (KGW) – Management Rep (Level 1)  
- Kay Dulhunty (KD) – Management Rep (Level 3)  
- Tracy Kane (TK) – Management Rep (Level 1)  
- Paul Zytnik (PZ) – Elected Rep – (Level 2) - Secretary  
- Ajay Vijay (AV) – Elected Rep (Level 2 – Laboratories)  
- Brian Cheng (BBC) – Elected Rep (OMB)  
- Theresa McDonnell (Kahwati) (TM) – Faculty Rep  

**Preparation Notes**  
- Minutes to previous meeting (OWHS-004M-034) – held 15/05/2020  

**Tabled Material**  
- **TM_01**: HSE Newsletter September 2020  
- **TM_02**: Safe Return to Campus FAQs (COVID-19) Link  
- **TM_03**: Protecting our Mental Health Webinar (UNSW) Link  
- **TM_04**: EAP (Benestar) Link  
- **TM_05**: Amber Alert Poster  
- **TM_06**: New or Refurbished Lab Checklist (Draft)  
- **TM_07**: UNSW M15 Cladding L2 Staging  
- **TM_08**: SCI Training Report  
- **TM_09**: Supervisor Training (200513 OPT V&S)  
  
  - All uploaded to Teams File section
### Agenda Item

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<tr>
<th>Agenda Item</th>
<th>Report from</th>
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<tr>
<td>1. Acknowledgement of Country</td>
<td>Chairperson</td>
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<td><em>We respectfully acknowledge the Bedegal People who are the traditional custodians of the land on which this meeting is conducted. We respectfully acknowledge elders past and present.</em></td>
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<td>2. Welcome and apologies</td>
<td>Chairperson</td>
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<td>Present: DWL, LK, KD, PZ, AV, BBC, TM, (Hari- New postgrad Rep)</td>
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<td>Absent: KGW, TK.</td>
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<td>3. Approval of Minutes – Tabled Material:</td>
<td>Chairperson</td>
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<td>OWHS-004M-034 (15/05/2020)</td>
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<td>- Previous minutes approved.</td>
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4. **Action items and matters arising from the previous meeting**

4.1 HS049 update - **Still Pending** (TM)

4.2 Warden Training
   - Additional face to face fire training next week due to flammable cladding on Rupert Myers. Dale has emailed relevant ECO team members invite. (DWL)

4.3 PAT Unit Calibration
   - Due in October (DWL)

4.4 Project Salus Update
   - Still aiming for Q1 2021 (TM)

4.5 COVID 19
   - More students returning for face to face Optom classes.
   - New risk management form has been created for Preclinical and Computer lab teaching spaces due to student numbers increasing.
   - Approval has also been given to increase numbers in post graduate rooms. Postgrads in these rooms must wear masks.
   - Hand sanitizer provided by facilities not always being filled. Empty over at computer lab. Dale will check with Estate management Muhammad regarding this. (ALL)

5. **Communication In and Out**

5.1 Training Statistics (TK) (05.06.2020)

Chairperson or Secretary
6 Review of Hazards & Incidents Report

6.1 Issue #25357 (Incident – Building) – Water leak – closed
6.2 Issue #25366 (Hazard – Building) – Blind Spots – in progress

- **Teressa will look at carpark issue with Dale offline**

6.3 Issue #25367 (Hzd – Building) – Blind Spots – Car Park – in progress

- **Teressa will look with Dale offline**

6.4 Issue #25985 (Hzd – STF) – Lighting - closed
6.5 Issue #25986 (Hzd – STF) – Damaged Surface (OMB) - closed
6.6 Issue #26142 (Hzd – STF) – Lighting - closed
6.7 Issue #26252 (Hzd – STF) – Lighting – closed
6.8 Issue #26641 (Hzd – STF) – Lighting – closed
6.9 Issue #26454 (Incident – STF) – closed

- RSI issues with staff member working at home on laptop. Desktop computer issued.

6.10 Issue #26470 (Incident RSI) – closed

- **Student tripped stepping over Chain in clinic used to restrict access due to covid. Chain has been taken down and replaced with barriers. No serious injuries.**

Update from each workgroup representative
## 7 Workplace Inspections

### 7.1 Progress on completion of School/Unit Workplace Inspections

*Due November/December/January 2020 –*

- Nil to report
- Possibly some offices need to be held over if majority of staff are still working from home.

### 7.2 Progress on completion of Electrical testing and tagging schedule

- **Clinic Completed – PC Labs during Nov/Dec**
- **PAT Unit due for Calibration in October**

- As part of risk assessment for cladding removable, project management has hired and external test and tag electrician to do a one off test and tag of the whole building. Dale will liaise to make sure they do not override our own tested items.

## 8 WHS Training Update

### 8.1 Progress on new workers who have completed mandatory WHS training

- *Last report (18.05.20)*

### 8.2 Any other training needs

- **HS Consultation Training** (*HSEC0002*)
- **Supervisor Training (Online)**
- **Warden Training online** (*EMFW2020*) - annual

Update from each workgroup representative.
## First aid, Emergency and Security Arrangements

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

- *Advanced Fire Training Scheduled*(22/10/2020)
- *Most ECO Team are off-site: BHVI; CFEH; SOVS ECO team on-site*

## Changes to Workplace

- **Cladding Replacement**
  - *Proceeding quite well. Level 2 starts in 2 weeks. Clinic will done after hours. Exterior of building will likely take until the end of year*

## Environmental matters

- Pigeon Infestation
  - *Looking at putting more pigeon deterring devices in place whilst cladding is being replaced.*

## New business/Business without notice

12.1 COVID 19

12.2 Post-Graduate Rooms.

12.3 Undergraduate Teaching Program  *(RMFs: SCI-OPTOM-19451 SCI-OPTOM-19454)*

- *Proceeding at almost full capacity. All students and supervisors need to reed new risk management forms. Have been placed on safesys.*

- *Teresa: lab Biological register due on October 16- Ajay to update. Teresa will liaise with Kate and Ajay.*
Office Bearers:

Dr Dale W. Larden
Committee Chairperson (x54623)