

HS635

Level 3 HS Committee Minutes

OWHS- 004A-035



UNSW
AUSTRALIA

FACULTY of SCIENCE
SCHOOL of OPTOMETRY and VISION SCIENCE

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	<ul style="list-style-type: none">• 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	Report from
<p>1. Acknowledgement of Country</p> <p><i>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.</i></p> <p>2. Welcome and apologies</p> <p>Present: DWL, LK, KD, PZ, AV, BBC, TM, (Hari- New postgrad Rep)</p> <p>Absent: KGW, TK.</p>	<p>Chairperson</p>
<p>3. Approval of Minutes – Tabled Material:</p> <p><i>OWHS-004M-034 (15/05/2020)</i></p> <p>- Previous minutes approved.</p>	<p>Chairperson</p>

<p>4. Action items and matters arising from the previous meeting</p> <p>4.1 HS049 update- Still Pending</p> <p>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.</p> <p>4.3 PAT Unit Calibration –Due in October</p> <p>4.4 Project Salus Update –Still aiming for Q1 2021</p> <p>4.5 COVID 19 –More students returning for face to face Optom classes.</p> <p>– New risk management form has been created for Preclinic and Computer lab teaching spaces due to student numbers increasing.</p> <p>–Approval has also been given to increase numbers in post graduate rooms. Postgrads in these rooms must wear masks.</p> <p>–Hand sanitizer provided by facilities not always being filled. Empty over at computer lab . Dale will check with Estate managemnt Muhammad regarding this.</p>	<p>(TM)</p> <p>(DWL)</p> <p>(DWL)</p> <p>(TM)</p> <p>(ALL)</p>
<p>5 Communication In and Out</p> <p>5.1. Training Statistics (TK) (05.06.2020)</p>	<p>Chairperson or Secretary</p>

<p>6 Review of Hazards & Incidents Report</p> <p>6.1 Issue #25357 (Incident – Building) – Water leak – closed</p> <p>6.2 Issue #25366 (Hazard – Building) – Blind Spots – in progress</p> <ul style="list-style-type: none"> - Teressa will look at carpark issue with Dale offline <p>6.3 Issue #25367 (Hzd – Building) – Blind Spots – Car Park – in progress</p> <ul style="list-style-type: none"> - Teressa will look with Dale offline <p>6.4 Issue #25985 (Hzd – STF) – Lighting - closed</p> <p>6.5 Issue #25986 (Hzd – STF) – Damaged Surface (OMB) - closed</p> <p>6.6 Issue #26142 (Hzd – STF) – Lighting - closed</p> <p>6.7 Issue #26252 (Hzd – STF) – Lighting – closed</p> <p>6.8 Issue #26641 (Hzd – STF) – Lighting – closed</p> <p>6.9 Issue #26454 (Incident – STF) – closed</p> <p style="padding-left: 40px;">-RSI issues with staff member working at home on laptop. Desktop computer issued.</p> <p>6.10 Issue #26470 (Incident RSI) – closed</p> <ul style="list-style-type: none"> - 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. 	<p>Update from each workgroup representative</p>

<p>7 Workplace Inspections</p> <p>7.1 Progress on completion of School/Unit Workplace Inspections <i>Due November/December/January 2020 –</i></p> <ul style="list-style-type: none"> • Nil to report <p>- Possibly some offices need to be held over if majority of staff are still working from home.</p> <p>7.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> ▪ <i>Clinic Completed – PC Labs during Nov/Dec</i> ▪ <i>PAT Unit due for Calibration in October</i> <p>- 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.</p>	<p>Update from each workgroup representative</p>
<p>8 WHS Training Update</p> <p>8.1 Progress on new workers who have completed mandatory WHS training</p> <ul style="list-style-type: none"> • <i>Last report (18.05.20)</i> <p>8.2 Any other training needs</p> <ul style="list-style-type: none"> • HS Consultation Training (HSEC0002) • <i>Supervisor Training (Online)</i> • Warden Training online (EMFW2020) - annual 	<p>(TM)</p> <p>(DWL)</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>Advanced Fire Training Scheduled (22/10/2020)</i> • <i>Most ECO Team are off-site: BHVI; CFEH; SOVS ECO team on-site</i> 	<p>Update from each workgroup representative</p>
<p>10 Changes to Workplace</p> <ul style="list-style-type: none"> • <i>Cladding Replacement</i> <i>-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</i> 	<p>Update from each workgroup representative</p>
<p>11 Environmental matters</p> <ul style="list-style-type: none"> • Pigeon Infestation <p><i>-Looking at putting more pigeon deterring devices in place whilst cladding is being replaced.</i></p>	
<p>12 New business/Business without notice</p> <p>12.1 COVID 19</p> <p>12.2 Post-Graduate Rooms.</p> <p>12.3 Undergraduate Teaching Program (RMFs: SCI-OPTOM-19451 SCI-OPTOM-19454)</p> <ul style="list-style-type: none"> - <i>Proceeding at almost full capacity. All students and supervisors need to reed new risk management forms. Have been placed on safesys.</i> - <i>Teresa: lab Biological register due on October 16- Ajay to update. Teresa will liaise with Kate and Ajay.</i> 	<p>(DWL)</p>

13 Next meeting and future dates for the year Friday 27 th November 2020; 1300 - 1345	Chairperson
14 Close of Meeting 1:45pm 17-09-20	Chairperson

Office Bearers:



Dr Dale W. Larden
Committee Chairperson (x54623)