**Level 3 HS Committee Minutes**

**Date**: 26th March 2021  
**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)  
- 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)  
- Michelle Bonanno (MB) Guest

### Preparation Notes

- Minutes to previous meeting (OWHS-004M-036) – held 27/11/2021

### Tabled Material

- **TM_01**: OWHS-004M-036 (27-11-2020)_minutes_Draft  
- **TM_02**: Medicine & Health Level 3 committee report January 2021  
- **TM_03**: MED Training Report  
- **TM_04**: School of Optometry & Vision Science WHS report February 2021  
- **TM_05**: Risk Register for SOVS_2021_Version 1.0 (3.3.21)  
- **TM_06**: SCI-OPTOM-RMF-20380  
- **TM_07**: Ahpra-COVID-19-vaccination-position-statement  
- **TM_07A**: OA.Special Announcement  
- **TM_08**: SCI-OPTOM-RMF-20274  
- **TM_09**: Blue Recycle Bin  
- **TM_10**: Ceasing use of all hydrothermal autoclave vessels  
- **TM_11**: Mandatory Health and Safety Training  
- **TM_12**: Health and Safety Status - School of Optometry and Vision Science  
- **TM_13**: Supervisor Training  
- **TM_14**: WorkPlace Safety Inspection
### Agenda Item

1. **Acknowledgement of Country**

   *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.*

2. **Welcome and apologies**

   - **Present:** DWL, LK, KGW, TK, NK, PZ, AV, BBC, TC, HP, MB
   - **Absent:**

3. **Approval of Minutes – Tabled Material:**

   - **OWHS-004M-036** (27/11/2020)
   - Accepted

   - **Report from:** Chairperson
4. **Action items and matters arising from the previous meeting**

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<td><strong>4.1</strong> HS049 update.</td>
<td>Currently being reviewed, will likely go into project Salus first release along with inspection form.</td>
<td>(TC)</td>
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| **4.2** Warden Training: | **TK potentially doing warden/chief warden training**

*TK will attend Warden meeting/ training with Dale on Tue 30/03/21* | (TC) |
| **4.3** Project Salus Update | Release slightly pushed back due to recent H&S incident, likely now will be May, official Coms will be released to Deans. | (ALL) |
| **4.4** COVID 19 | Hold over to discuss in New Business. | (DWL) |
| **4.5** Student Lockers | **TM_08_SCI-OPTOM-RMF-20274**

*Consolidated and removed 30 lockers to create more hallway space, created risk management form for students. Form is in safe sys, students will need to declare as read before getting a locker.* | (BBC) |
| **4.6** First Aid Officers in ORLAB | BCC looking for new recruit- Ongoing. |   |
| **4.7** Mental Health First Responder Training | **UNSW still not providing- Potentially organize private training on site if interest is there. TK mentioned Black dog online training. Dale to look into and follow up.** | (DWL) |
| **4.8** HSEC0002 | Committee Consultation Training

*(Report and Availability)- HSECC0- All Committee members need to do this course.* | (TC) |
5  Communication In and Out

IN

5.1. TM_02_Medicine & Health Level 3 committee report January 2021

5.2. TM_03_MED Training Report

5.3. TM_04_SOVS_WHS Report Training

5.4. TM_10_Ceasing use of all hydrothermal autoclave vessels
5.5. TM_09_Blue Recycle Bin

Bin not being used correctly, rubbish piling up. Dale has sent communication to re – educate users of the bin

5.6. TM_11_Health and Safety Status - SOVS
Communications sent

5.7. TM_12_Mandatory Health and Safety Training
Communications sent

5.8. TM_13_Supervisor Training
Communications sent

5.9. TM_14_WorkPlace Safety Inspection
Communications sent

6. Review of Hazards & Incidents Report

6.1 Issue #27110 (Hzd – STF) – Carpet – CLS (Carpet Replaced)

6.2 Issue #27222 (Incident) – FaintingPx – CLS (No further action required)

6.3 Issue #27294 (Hzd – P/E) – Unsecured Gas Bottle – CLS (relevant Staff counselled)

6.4 Issue #27295 (Hzd – F/E) – Unsafe use of bunsen – CLS (Bunsens moved)

6.5 Issue #27363 (Hzd – STF) – Lighting – CLS (Repaired)

6.6 Issue #27385 (Hzd – STF) – DtS – Lifted Mat – CLS (Repaired)

6.7 Issue #27385 (Hzd – STF) – DtS – Lifted Mat – CLS (Repaired)

6.8 Issue #27386 (Hzd – Build.Dmg.) – Handrail – IP

Update from each workgroup representative
6.9 Issue #27613 (Incident) – IT Phishing – **CANCELLED**

6.10 Issue #27686 (Hzd – Build.Dmg.) – Fire Door Sticking – **CLS (Repaired)**

6.11 Issue #27763 (Hzd – STF) – Lighting – **CLS (Repaired)**

6.12 Issue #27864 (Hzd – STF) – Lighting – **CLS (Repaired)**

6.13 Issue #27878 (Hzd – STF) – Lighting – **IP**

6.14 Issue #27879 (Hzd – HK) – Incorr. Storage **CLS** – *(Removed- Staff Notified)*

6.15 Issue #27882 (WSI – Elec) -Lighting Fallen – **IP**

6.16 Issue #27883 (WSI – Other) – Saline Eye Wash Exp. – **IP**

6.17 Issue #27884 (WSI – HK) – Safety Sign Fallen – **CLS** – *(Sign Replaced)*

7  **Workplace Inspections**

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

- Due Now for Majority of workplaces
- Email correspondence to Staff Requesting that these now be completed. *(TM_14_Workplace Safety Inspections)*
- Committee Task force to complete common areas and unstaffed areas

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*
## 8 WHS Training Update

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

- Last report (24.02.21) *(TM_04)* – 100% Complete  
  *(LF – completed since)*  
  General Staff training sitting at 70-80% possibly due to not registering on Moodle correctly. Anyone with issue take screenshot of completed training and send to Emma.

### 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)*  
  *(8 SOVS Staff – not enrolled)*  
  Email Sent to Relevant Staff 18/03/2021 *(TM_13)*  
- Warden Training online *(EMFW2020)*  
- Mandatory HSE Training – Current Staff  
  *(9 SOVS Staff – 1 or more incomplete)*  
  *(2 SOVS Staff -1 or more not enrolled)*  
  *(5 CFEH Staff – 1 incomplete)*  
  Email Sent to Relevant Staff 19/03/2021 *(TM_13)*

## 9 First aid, Emergency and Security Arrangements

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

- Alex Hui – Warden Level 3 East  
- Staff presence now higher, though still hybrid model

## 10 Changes to Workplace

- Nil to report

Update from each workgroup representative

Update from each workgroup representative
11 **Environmental matters**

- Remind estate management to clean Optom clinic office area gutters of leaves on regular basis or when a big rain weather event is expected to prevent future office leaks.

12 **New business/Business without notice**

12.1. **External Placements – Rural + Interstate**

   *TM_06_SCI-OPTOM-RMF-20380*

12.2. **Staff - Student Vaccination**

   *TM_07: Ahpra-COVID-19-vaccination-position-statement*

   *TM_07A: OA.Special Announcement*

12.3. **Risk Register**

   *TM_05_Risk Register for SOVS_2021_Version 1.0*

13 **Next meeting and future dates for the year**

- Friday 30/07/2021 (1300 – 1345)
- Friday 29/10/2021 (1300 – 1345)
- Friday 03/12/2021 (1300 – 1345)

14 **Close of Meeting**

*14:04 26/03/21*

Office Bearers:

![Signature]

**Dr Dale W. Larden**

*Committee Chairperson (x54623)*