

**HS635**

**Level 3 HS Committee Minutes**

**OWHS- 004M-030**



**UNSW**  
AUSTRALIA

**FACULTY of SCIENCE**  
**SCHOOL of OPTOMETRY and VISION SCIENCE**

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| <b>Date</b>                | <b>5<sup>th</sup> April 2019</b>  |
| <b>Time</b>                | <b>14:30 – 15:15</b>  |
| <b>Place</b>               | <b>Level 3; RMB North – Room 3.030</b>  |
| <b>Agenda Distribution</b> | Dale W. Larden ( <b>DWL</b> ) – Chair<br>Lisa Keay ( <b>LK</b> ) – HoS<br>Kathleen G. Watt ( <b>KGW</b> ) – Management Rep (Level 1)<br>Kay Dulhunty ( <b>KD</b> ) – Management Rep (Level 3)<br>Tracy Kane ( <b>TK</b> ) – Management Rep (Level 1)<br>Paul Zytnik ( <b>PZ</b> ) – Elected Rep – (Level 2) - Secretary<br>Katherine Wong ( <b>KW</b> ) – Elected Rep (Level 1/3)<br>Ajay Vijay ( <b>AV</b> ) – Elected Rep (Level 2 – Laboratories)<br>Brian Cheng ( <b>BBC</b> ) – Elected Rep (OMB)<br>Revathy Mani ( <b>RM</b> ) – Postgrad/Student Rep |
| <b>Preparation Notes</b>   | <ul style="list-style-type: none"><li>• Minutes to previous meeting (OWHS-004M-029) – held 29/11/2018</li></ul>   |
| <b>Tabled Material</b>     | <ul style="list-style-type: none"><li>• Science HS Report February 2019</li><li>• HSE Co-ordinator Report March 2019</li><li>• HSE News March 2019</li><li>• WHS Plan 2019 – 2023 (Consultation Draft)</li><li>• UNSW Training Point Proposal</li><li>• Worksafe NSW Improvement Notice (7-348717)</li><li>• Science WHS Contact List</li><li>• Safety Activities Program – Draft</li></ul>   |

| Agenda Item  | Report from   |
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| <p><b>1. Welcome and Apologies</b></p> <p><b>2. Present:</b> DWL, LK, KGW, KD, PZ, KW, AV</p> <p><b>Absent:</b> TK, BBC, RM</p>  | Chairperson   |
| <p><b>3. Approval of Minutes (OWHS-004M-029) from previous meeting held: 29/11/2019</b></p> <p>- <b>Approved</b></p>   | Chairperson   |
| <p><b>4. Action items and matters arising from the previous meeting</b></p> <p>4.1 Kath Watt completed online warden training – certificate forwarded?<br/>Kath to forward to Dale if received, will follow up.</p> <p>4.2 Replacement of epipens</p> <p>-Committee has agreed to restock and continue stocking epipens, benefits outweigh costs.</p> <p>4.3 Spider and Rodents – update</p> <p>-Spiders have come back- Pest control will be spraying again next weekend.<br/>Recommended to raise further pest issues on myunsw H&amp;S incident report and also Archibus.</p> <p>4.4 Pedestrian crossing safety</p> <p>-Increased pedestrian activity crossing gate 14 Barker street driveway, due to light rail works and extra bus stop. Bus stop temporary. Will review.</p> | <p>(KW)</p> <p>(DWL) (LK)</p> <p>(TK)</p> <p>(KD)</p> |

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| <p><b>5 Communication In and Out</b></p> <p>5.1 Science HS Report February 2019- Stats- Still staff on registers that should not be included. Non UNSW employees.</p> <p>5.2 HS Co-ordinator report March 2019</p> <p>5.3 Science HS Newsletter March 2019</p> <p>5.4 WHS Consultation plan – requests for comments (eMail LI)</p> <p>5.5 WHS Plan 2019 – 2023 (Consultation Draft)</p> <p>5.6 UNSW Training Point (eMail LI)</p> <p>5.7 UNSW Training Point flowchart proposal</p> <p>5.8 Science WHS Contact List</p> <p>5.9 Safework NSW Improvement Notice (7-348717)- All staff required to do compulsory online training. School following up on those who still have not completed.</p> <p>5.10 Compulsory Online Training Announcement (eMail – David Ward)</p> <p>5.11 Safety Activities Program – draft (eMail LI)</p> <p>5.12 Safety Activities Program 2019 - Draft</p> | <p>Chairperson or Secretary</p>                  |
| <p><b>6 Review of Hazards &amp; Incidents Reported</b></p> <p>6.1 Issue #22682 (HZ – SLTF - Damage) – <b>Closed</b></p> <p>-Mat outside clinic lifting – repaired 2/4/19.</p> <p>6.2 Issue #22710 (Incident -Building Defect) – <b>In Progress</b></p> <p>-Injury to staff members finger on toilet door – Archibus job raised (333785) – temporarily secured area with cloth tape</p>  | <p>Update from each workgroup representative</p> |

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| <p><b>7 Workplace Inspections</b></p> <p>7.1 Progress on completion of School/Unit Workplace Inspections<br/> <i>Due November/December/January 2018/2019 –</i><br/> <i>- Still a number to be completed (DWL) to follow up these</i></p> <p>7.2 Progress on completion of Electrical testing and tagging schedule<br/> <i>- Ongoing per schedule and on request, new areas in progress.</i></p>   | <p>Update from each workgroup representative</p> |
| <p><b>8 WHS Training Update</b></p> <p>8.1 Progress on new workers who have completed mandatory WHS training</p> <ul style="list-style-type: none"> <li>- <i>New workers complete 100%</i></li> <li>- <i>86% on HSEAWA; 84% on Ergonomics – 2 not enrolled in each.</i><br/> <i>(DWL) to follow up on detailed training records from Lance's replacement</i></li> </ul> <p>8.2 Any other training needs</p> <ul style="list-style-type: none"> <li>- <i>Tracy Kane to complete 1<sup>st</sup> aid training</i><br/> <i>(DWL) to follow up on this</i></li> <li>- <i>Kath to follow up with Tracy when she gets back.</i></li> </ul> | <p>(DWL)</p>                                     |
| <p><b>9 Progress on completion of online Self Audit Tool (SAT)</b></p> <p>9.1 Review schedule for completion of online SAT tool by schools/units</p> <ul style="list-style-type: none"> <li>- <i>Due April 2019- Dale to complete.</i></li> </ul>   | <p>Update Chairperson</p>                        |
| <p><b>10 First aid, Emergency and Security Arrangements</b></p> <p>10.1 Review availability of First Aid Officers and Fire Wardens in all work areas</p> <ul style="list-style-type: none"> <li>- <i>Currently adequate coverage – <u>May need one extra warden on Level 3 – DWL to approach Alex Hui</u></i></li> <li>- <i>Evacuation Drill 'Desk Exercise' (10<sup>th</sup> April 2019; 10:00am)</i></li> </ul>   | <p>Update from each workgroup representative</p> |

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| <p><b>11 Changes to Workplace</b></p> <ul style="list-style-type: none"> <li>- Changes to SOVS Footprint – <b>now essentially complete, still to move maitreyee's across.</b></li> <li>- Ongoing building works – <b>AOP renovations to commence April 15<sup>th</sup>, for 2-3 weeks</b></li> <li>- New HoS – Welcome to Lisa Keay now on HS Committee</li> </ul> | <p>Update from each workgroup representative</p> <p>Management Rep</p> |
| <p><b>12 Environmental matters</b></p> <ul style="list-style-type: none"> <li>- <i>Nil to report</i></li> </ul>  |  |
| <p><b>13 New business/Business without notice</b></p> <ul style="list-style-type: none"> <li>-Leak in HDR room, being addressed.</li> <li>-Cockroaches in Ajay's Lab.</li> </ul>   | <p>All</p>   |
| <p><b>14 Next meeting and future dates for the year</b></p> <p>Friday 26<sup>th</sup> July 2019;      1300 – 1345</p> <p>Friday 18<sup>th</sup> October 2019;    1300 – 1345</p> <p>Friday 13<sup>th</sup> December 2019; 1300 - 1345</p>  | <p>Chairperson</p>   |
| <p><b>15 Close of Meeting</b></p> <p><b>-15:17</b></p>   | <p>Chairperson</p>   |

Office Bearers:



**Dale W. Larden**

*Committee Chairperson (x54623)*

**MINUTES APPROVED FOR RELEASE BY COMMITTEE: 23-08-2019**