

**HS635**

**Level 3 HS Committee Minutes**

**OWHS- 004A-031**



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

<b>Date</b>	<b>23<sup>rd</sup> August 2019</b>
<b>Time</b>	<b>13:00 – 13:45</b>
<b>Place</b>	<b>Level 3; RMB North – Room 3.030</b>
<b>Agenda Distribution</b>	Dale W. Larden ( <b>DWL</b> ) – Chair Lisa Keay ( <b>LK</b> ) – HoS Kathleen G. Watt ( <b>KGW</b> ) – Management Rep (Level 1) Kay Dulhunty ( <b>KD</b> ) – Management Rep (Level 3) Tracy Kane ( <b>TK</b> ) – Management Rep (Level 1) Paul Zytnik ( <b>PZ</b> ) – Elected Rep – (Level 2) - Secretary Katherine Wong ( <b>KW</b> ) – Elected Rep (Level 1/3) Ajay Vijay ( <b>AV</b> ) – Elected Rep (Level 2 – Laboratories) Brian Cheng ( <b>BBC</b> ) – Elected Rep (OMB) Revathy Mani ( <b>RM</b> ) – Postgrad/Student Rep David Murray ( <b>DM</b> ) – CFEH Rep Carmel Jaconelli ( <b>CJ</b> ) – Faculty Rep
<b>Preparation Notes</b>	<ul style="list-style-type: none"><li>• Minutes to previous meeting (OWHS-004M-030) – held 05/04/2019</li></ul>
<b>Tabled Material</b>	<ul style="list-style-type: none"><li>• HSE Newsletter August 2019</li><li>• Safety Activities 2019 (Consultation Draft)</li><li>• Facilities Management Camera Surveillance Procedure</li><li>• Level 3 LAB EGRESS Schematics</li></ul>

Agenda Item	Report from
<p><b>1. Acknowledgement of Country</b></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><b>2. Welcome and apologies</b></p> <p><b>3. Present: DWL, LK, KGW, KD, PZ, KW, RM, DM, CJ</b></p> <p><b>Absent: AV, BBC</b></p>	<p>Chairperson</p>
<p><b>4. Approval of Minutes</b></p> <p>OWHS-004M-030 05/04/2019)</p> <p>- <b>Approved</b></p>	<p>Chairperson</p>

<p><b>5. Action items and matters arising from the previous meeting</b></p> <p>5.1 Kath Watt completed online warden training – certificate forwarded? - Kath will forward certificate to Dale</p> <p>5.2 Replacement of epipens – Ventolin – completed -As discussed last meeting, agreed to supply epipens and Ventolin to first aid kits</p> <p>5.3 Spider and Rodents – update – future incidents on myUNSW -On going maintenance, garden clearing/pest control. Future outbreaks to be put as environmental hazard on myunsw.</p> <p>5.4 Pedestrian crossing safety – busses to use High Street -Buses likely won't be using Barker street for much longer.</p> <p>5.5 Tracy – 1<sup>st</sup> Aid Training -Tracy to check and provide certificate to Dale.</p> <p>5.6 Extra Warden Coverage on Level 3 (DWL to ask Alex Hui) -Alex Hui has agreed to warden and First Aid.</p>	<p>(KW)</p> <p>(DWL)</p> <p>(TK)</p> <p>(KD)</p> <p>(TK)</p> <p>(DWL)</p>
<p><b>5 Communication In and Out</b></p> <p>5.1 HSE Newsletter August 2019</p> <p>5.2 Email Corresp. (MARK CLARK) - <i>Carpark</i></p> <p>5.3 Email Corresp. (TARA MURPHY) - <i>Cameras</i></p> <p>5.4 Email Corresp. (CARMEL JACONELLI – ANNE BARNES) – <i>Ergonom.</i></p> <p>5.5 Email Corresp. (MABLE FONG) – <i>Safety Eyewear</i></p>	<p>Chairperson or Secretary</p>

<p><b>6 Review of Hazards &amp; Incidents Reported</b></p> <p>6.1 Issue #22710 (Incident – Building Defect) – <b>Closed</b> Injury to staff members finger on toilet door. <b>Door return fixed.</b></p> <p>6.2 Issue #23203 (Incident – Medical) – <b>Closed</b> Clinic Px Collapse. <b>Patient now fine, since has been diagnosed with epilepsy.</b></p> <p>6.3 Issue #23265 (Incident – Medical) – <b>Closed</b> Stage 1 Student Collapse. <b>Student now fine , first aid performed well.</b></p> <p>6.4 Issue #23263 (Incident – Trip/Fall) – <b>Closed</b> Child of clinic Px trips on hole in carpark. <b>Traffic management fixed.</b></p> <p>6.5 Issue #23636 (Hazard – STF – Lighting) – <b>In Progress</b> Oyster Lights out in NE Stairwell. <b>Fixed will be closed.</b></p>	<p>Update from each workgroup representative</p>
<p><b>7 Workplace Inspections</b></p> <p>7.1 Progress on completion of School/Unit Workplace Inspections <i>Due November/December/January 2018/2019 –</i></p> <ul style="list-style-type: none"> <li>• <b>Most due again November</b></li> <li>• <b>Schedule may need review in light of T3</b></li> </ul> <p>- <b>Dale will review schedule, but above months seem most appropriate as quieter periods of year.</b></p> <p>7.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> <li>▪ <b>Ongoing per schedule and on request</b></li> <li>▪ <b>Trialling new manual recording system</b></li> <li>▪ <b>PAT Unit requires Calibration in October</b></li> </ul> <p>- <b>Paul will take care of TT maintenance.</b></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. (DWL) to follow up on detailed training records from Lance’s replacement</i></li> <li>- <b>Figures still a bit off with Non enrolment status, otherwise pretty good.</b></li> <li>- <i>Alex Hui – 1<sup>st</sup> Aid and Warden Training</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></li> </ul> <p><b>-New online WHS training being developed, Carmel will email Dale when ready. Recommended for everyone in team.</b></p>	(DWL)
<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> <p><b><u>COMPLETED</u></b></p>	Update Chairperson
<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 – <b>May need one extra warden on Level 3 – DWL to approach Alex Hui – COMPLETED- Alex has joined team</b></i></li> <li>- <i>Evacuation Drill ‘Desk Exercise’ (10<sup>th</sup> April 2019; 10:00am) – <b><u>DID NOT OCCUR</u></b></i></li> <li>- <i>Active Armed Intruder Awareness Training Completed by DWL No longer lockdown procedure. <b>Be active, run, don’t congregate.</b></i></li> </ul>	Update from each workgroup representative

<p><b>11 Changes to Workplace</b></p> <ul style="list-style-type: none"> <li>- Changes to SOVS Footprint – <b>COMPLETED</b></li> <li>- Ongoing building works – <b>AOP renovations - COMPLETED</b></li> <li>- New Faculty HS Rep - Welcome to Carmel Jaconelli</li> <li>- New CFEH Rep – Welcome to David Murray</li> <li>- Procedure – Protocols developed for LAB EGRESS – LEVEL 3</li> </ul> <p>Dale has supplied signage to direct students.</p>	<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>- Surveillance Cameras on Level 2 and 3</li> <li>- <b>Dummy cameras not allowed, false sense of security. Dale will obtain quote for real cameras from security to take to executive committee.</b></li> <li>- SOVS Contribution to Safety Eyewear Training -Tracy attended. Plan to increase awareness of SOVS and Red Eye clinic. Carmel to mention in upcoming newsletter.</li> <li>-Postgrad contacted Dale regarding sit stand desk- Best to contact disability services. School can't provide for non staff.</li> <li>- <b>Lab induction checklists, Not reporting incidents in timely manner. Carmel to send out new forms for consultation and feedback.</b></li> </ul>	<p>(DWL)</p>
<p><b>14 Next meeting and future dates for the year</b></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>-1:45pm</p>	<p>Chairperson</p>

Office Bearers:



**Dale W. Larden**  
*Committee Chairperson (x54623)*