

HS635

Level 3 HS Committee Minutes

OWHS- 004M-033



UNSW
AUSTRALIA

FACULTY of SCIENCE
SCHOOL of OPTOMETRY and VISION SCIENCE

Date	6th March 2020
Time	13:00 – 13:45
Place	Level 3; RMB North – Room 3.030
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 Katherine Wong (KW) – Elected Rep (Level 1/3) Ajay Vijay (AV) – Elected Rep (Level 2 – Laboratories) Brian Cheng (BBC) – Elected Rep (OMB) Rabia Mobeen (RM) – Postgrad/Student Rep Theresa Kahwati (TK) – Faculty Rep
Preparation Notes	<ul style="list-style-type: none">• Minutes to previous meeting (OWHS-004M-032) – held 18/10/2019
Tabled Material	TM_01: HSE Report November 2019 TM_02: HSE Newsletter October 2019 TM_03: WHO Guidelines on mask use (29.01.2020) TM_04: COVID_19 – Addressing Health Concerns TM_05: COVID_19 Information Slide TM_06: Risk Management Procedure Draft TM_07: SafeSYS Replacement Project Summary TM_08: SOVS_OHS Induction Booklet TM_09: Training Summary October 22 nd TM_10: HS Committee Constitution TM_11: Courtnell HSR Guidelines

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, KGW, KD, TK, PZ, KW, AV, BBC, TK</p> <p>Absent: LK, RM</p>	<p>Chairperson</p>
<p>3. Approval of Minutes</p> <p>OWHS-004M-032 (18/10/2019)</p> <p>- Approved</p>	<p>Chairperson</p>

<p>4. Action items and matters arising from the previous meeting</p> <p>4.1 Camera Installation: <i>Now installed monitored by Security- also in lifts</i></p> <p>-Security will be monitoring footage, access to staff will not be given without a specific request with either police incident report or HR incident report.</p> <p>-Dale to contact Martin regarding new security camera signs for clinic</p> <p>4.2 Extra Warden Coverage on Level 3 (DWL to ask Alex Hui) <i>-completed; AH now FW and FAO- On level 3</i></p> <p>4.3 HS049 Update</p> <p>-Still pending review</p>	<p>(DWL))</p> <p>(DWL)</p> <p>(TK)</p>
<p>5 Communication In and Out</p> <p>5.1 eMail: Juno Kim to Carmel (RE: Incident #24381)</p> <p>-Student tripped over table in Juno’s lab whilst doing VR work. Procedures and protocols have been changed- Moved Table.</p> <p>5.2 eMail: Dale to JJ Chapman (RE: Loading Zones)</p> <p>Loading zones outside clinic have disappeared with no notification to school, consequently delivery vans are blocking the road. As a compromise new loading zones have been created. It foreseen that these could create more traffic hazards and pedestrian hazards.</p>	<p>Chairperson or Secretary</p>

6 Review of Hazards & Incidents Reported

- a. Issue #22710 (Incident – HK) Gas left on – **closed (Gas Detector Installed)** – Administrative controls put in place, gas detector installed.
- b. Issue #24169 (Hazard – P/E) – exit light - **closed**
- c. Issue #24170 (Hazard – P/E) – exit light - **closed**
- d. Issue #24171 (Hazard – STF – Lighting) – oyster light out - **closed**
- e. Issue #24172 (Hazard – BD) – fire door broken – **closed**

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- 6.1 Issue #24177 (Hazard – STF) – light box – **closed**
 - 6.2 Issue #24340 (WSI – Temp) – AC - **closed**
 - 6.3 Issue #24341 (WSI – Elec) – PAT - **closed**
 - 6.4 Issue #24381 (Incident – STF) – other - **closed**
 - 6.5 Issue #24546 (Hazard – BD) – Fire Exit Door - **closed**
 - 6.6 Issue #24548 (Hazard – BD) – exit light - **closed**
 - 6.7 Issue #24549 (Hazard – BD) – Fire exit Door *duplicate* - **closed**
 - 6.8 Issue #24632 (Hazard – STF) – Oyster light out - **closed**
 - 6.9 Issue #24633 (WSI – Electrical) – PAT Fail - **closed**
 - 6.10 Issue #24645 (Hazard – BD) – exit light - **closed**
 - 6.11 Issue #24660 (Hazard – STF) – Oyster Light - **closed**
 - 6.12 Issue #25144 (WSI – STF) – Carpet – **in progress**
 - 6.13 Issue #25153 (WSI – Ergo) – Lighting - **closed**
 - 6.14 Issue #25154 (WSI – House Keeping) – First Aid Kits - **closed**
 - 6.15 Issue #25217 (Hazard – STF) – Oyster Light - **closed**
 - 6.16 Issue #25315 (WSI – electrical) – Arcing Switch – **in progress.**

-Dale will put out an email to see how many of these may be in the building and aim to get them all replaced.

- 6.17 Issue #25316 (Hazard – BD) – Exit Light - **close**

Update from each workgroup representative

<p>7 Workplace Inspections</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"> • <i>Some major defects found – rectified or in process of</i> <p>7.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> ▪ <i>Ongoing per schedule and on request</i> ▪ <i>New manual recording system</i> ▪ <i>PAT Unit sent for Calibration</i> 	<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> <p>Refer TM09</p> <p>8.2 Any other training needs</p> <p><i>HS Consultation Training</i></p> <p><i>Available online, all committee members can enroll, if done in last 5 years and feeling confident no need to enroll or if feeling like refresher can do again. Can be accessed via MYUNSW.</i></p>	<p>(DWL)</p> <p>(DWL)</p>

<p>9 Progress on completion of online Self Audit Tool (SAT) 9.1 Review schedule for completion of online SAT tool by schools/units</p> <p>COMPLETED - due again APRIL 2020</p> <p>-SAT is no longer required going forward but can still be used until replaced, will not be monitored moving forward.</p>	Update Chairperson
<p>10 First aid, Emergency and Security Arrangements 10.1 Review availability of First Aid Officers and Fire Wardens in all work areas :</p> <ul style="list-style-type: none"> - <i>David Murray has moved to Parramatta No longer Deputy Chief Warden or Warden for South Wing – M.Yapp is seeking new volunteer</i> - <i>Evacuation Drill ‘Desk Exercise’ (Scheduled April 1st 2020). * Will actually be evacuation exercise.</i> 	Update from each workgroup representative
<p>11 Changes to Workplace</p> <ul style="list-style-type: none"> - <i>HDR students now housed in OMB – old Optics Lab (WSI conducted 28-01-2020) - Seeking funding for upgrade – no disabled access available.</i> 	Update from each workgroup representative Management Rep
<p>12 Environmental matters</p> <ul style="list-style-type: none"> - <i>Nil to report</i> 	
<p>13 New business/Business without notice</p> <p>13.1 COVID_19 (Refer TM04 ; TM05). <i>Kay presented email from UNSW HR regarding keeping records of staff travel, exact “travel” local or international needs to be clarified.</i></p> <p>13.2 Loading Zones (Refer 5.2)</p> <p>13.3 Training Update (Refer TM09)</p> <p>13.4 Risk Management Procedure Draft (Refer TM06)</p> <p>13.5 SafeSys Replacement Update (Refer TM07)</p> <ul style="list-style-type: none"> - <i>In progress, date still to be announced.</i> <p>13.6 New Induction Booklet (Refer TM08)</p> <p>13.7 Committee Elections/Constitution Review (Refer TM10; TM11)</p>	(DWL) (DWL) (TK) (TK) (TK) (TK) (DWL) (DWL)

<p>Other Business</p> <p>-Theresa mentioned Faculty Board Meeting (Level 2) coming up on 9th April. If we need anything flagged in said meeting it needs to be sent to Theresa no later than 2 weeks before meeting.</p> <p>-Online Warden course will be delayed until March- Until further notice.</p>	
<p>14 Next meeting and future dates for the year</p> <p>Friday 15th May 2020; 1300 - 1345</p>	<p>Chairperson</p>
<p>15 Close of Meeting -13:50pm</p>	<p>Chairperson</p>

Office Bearers:



Dr Dale W. Larden
Committee Chairperson (x54623)