

HS635

Level 3 HS Committee Minutes

OWHS- 004A-022



UNSW
AUSTRALIA

FACULTY of SCIENCE
SCHOOL of OPTOMETRY and VISION SCIENCE

Date	9th March 2017
Time	14:00 – 15:00
Place	Level 3; RMB North – Room 3.001
Agenda Distribution	Dale W. Larden (DL) – Chair Fiona Stapleton (FS) – HoS Kathleen G. Watt (KGW) – Management Rep (Level 1) Kay Dulhunty (KD) – Management Rep (Level 3) Paul Zytnik (PZ) – Elected Rep – (Level 2) Katherine Wong (KW) – Elected Rep (Level 1/3) Ajay Vijay (AV) – Elected Rep (Level 2 – Laboratories) Brian Cheng (BC) – Elected Rep (OMB) Rajini Peguda (RP) – Postgrad/Student Rep Lance Islip (LI) – Faculty HSE Coordinator
Preparation Notes	Minutes to previous meeting (OWHS-004A-021) – held 29/11/2016 Faculty HSE Plan 2016 Science HSE Coordinator Report February 2017
Agenda Item	Report from
1. Welcome and Apologies Present : DL, FS, PZ, AV, BC, LI Absent: KGW, KD, KW, RP	Chairperson

<p>2. Approval of Minutes (OWHS-004A-021) from previous meeting held: <i>29th November 2016; 1400-1500</i></p> <p>- Adopted</p>	<p>Chairperson</p>
<p>3. Action items and matters arising from the previous meeting</p> <p>3.1 Kath to enroll in Warden Course in 2017</p> <p>-Kath not present to comment- stand over until next meeting.</p> <p>3.2 Kath Watt awaiting WHS Consultation Course cert.</p> <p>-Also stand over until next meeting, Kath not present.</p> <p>3.3 Brian Cheng to WHS Consultation –certificate?</p> <p>-Brian has now received certificate, will be forwarding it to Dale.</p> <p>3.4 Supervisor Training to be conducted informally in-lieu of UNSW training being made available.</p> <p>-Still ongoing, Dale and Lance will make a date to discuss further.</p> <p>3.5 Servicing of BSC cabinets – who and when</p> <p>-Service has been arranged for next week (Week starting 13/03/17) will Notify Dale and update equipment register on Safesys.</p>	<p>(KW)</p> <p>(KW)</p> <p>(BC)</p> <p>(LI) (DL)</p> <p>(AV)</p>

<p>3.6 Lance to organize with Kate Noble to check PC2 status</p> <p>-Lance still to discuss with Kate, planned next Thursday 16/03/2017. Lab to continue being used as normal until further notice.</p>	(LI)
<p>3.7 Training matrix on J-Drive</p> <p>-Dale has uploaded/ made available.</p>	(DL)
<p>3.8 Fi Anderson to complete 1st Aid training</p> <p>-Fi will be completing in the next month or so, Dale has asked Nicola to complete as well.</p>	(DL)
<p>3.9 Twelve monthly CPR training</p> <p>-No official update, clinic will continue to run every 12 months for Optometrists who need to do it.</p>	(KW/LI)
<p>3.10 Refurbished Office Work Station Checklist <i>(MB; NK; FS; KD only received)</i></p> <p>-Dale will talk to Kay(Not present) regarding remaining checklists to be completed.</p>	(KD)
<p>3.11 KPT in PDR</p> <p>-Have just come out- Nicola addressing.</p>	(DL)
<p>3.12 School Questionnaire to be completed</p> <p>-Completed.</p>	(DL)

<p>3.13 Ergonomics Update <i>(Issues 16603; 16605; 16606)</i></p> <p>Regarding post graduate students. Has been resolved with Anne Barnes. Equipment was supplied appropriate Ergonomic Keyboards and foot rests.</p>	<p>(DL)</p>
<p>4. Communication In and Out</p> <p>4.1 February HS Newsletter</p> <p>4.2 HS Environment Plan 2018-2018</p> <p>4.3 Chris Evans – Security</p> <p>-Student Assault/s reported in Forsyth St. Dale to follow up and post a general announcement on Moodle regarding safety traveling to and from campus at night.</p> <p>4.4 Lance Islip (RE. SCInergy)</p> <p>-Need to check whether all members of the committee have access. Not all received email.</p>	<p>Chairperson or Secretary</p>
<p>5. Review of Hazards & Incidents Reported</p> <p>5.1 Issue # 17412 (Incident – Slip/Trip/Fall)</p> <p>-Staff member tripped over new wheel stops in car park, Dale has sent out email alert telling everyone to be cautious when navigating carpark on foot.</p>	<p>Update from each workgroup representative</p>

<p>5.2 Clinic Security Incident (14/11/16) Incident from previous meeting- Abusive patient has been dealt with by authorities.</p>	
<p>6. Workplace Inspections</p> <p>6.1 Progress on completion of School/Unit Workplace Inspections. -Still ongoing, Clinic rooms will now be inspected as a single block or bay, treated as a workplace- Cut down on unnecessary paperwork.</p> <p>6.2 Progress on completion of Electrical testing and tagging schedule. -Checks done on regular basis to see which items need retesting- Different time depending on environments.</p> <p>6.3 Progress on completion of Inspection, testing and monitoring schedule -</p>	<p>Update from each workgroup representative</p>
<p>7. WHS Training Update</p> <p>7.1 Progress on new workers who have completed mandatory WHS training - Emails sent out regarding training info on J drive.</p> <p>7.2 Progress on completion of "Supervisor's training"</p>	<p>Update from each workgroup representative</p>

<p>7.3 Any other training needs</p> <ul style="list-style-type: none"> ○ Alyssa Collett enrolled in 1st aid (22/03) and warden (22/6/17) ○ Fiona Anderson to redo 1st Aid ○ Nicola Kapo to enroll in 1st Aid ○ Jasmine Larden; Alyssa Collett; Nicola Kapo have completed RSA 	
<p>8. Progress on completion of online Self Audit Tool (SAT)</p> <p>8.1 Review schedule for completion of online SAT tool by schools/units -</p> <p>-DL to complete before April 2017</p>	<p>Update Chairperson</p>
<p>9. First aid, Emergency and Security Arrangements</p> <p>Review availability of First Aid Officers and Fire Wardens in all work areas.</p> <p>-All fine- As mentioned in item 7.3</p>	<p>Update from each workgroup representative</p>

<p>10. Changes to Workplace</p> <p>-Mark W's office has changed, Dale will ask him to complete new workstation checklist.</p>	<p>Update from each workgroup representative</p> <p>Management Rep</p>
<p>11. Environmental matters</p> <p>-None to report</p>	
<p>12. New business/Business without notice</p> <p>12.1 External Audit Report</p> <p>-Ajay- Regarding induction of service people when they visit the lab, Ideally should be given induction if have not visited before.</p> <p>-Brian- regarding door in J14 lane near Orlab, always being locked from outside. Security notified.</p>	<p>All</p>

13. Next meeting and future dates for the year - Scheduled for 25/05/2017- Notifications already sent.	Chairperson
14. Close of Meeting - 15:00	Chairperson

Office Bearers:

Dale W. Larden

Committee Chairperson (x54623)