**Level 3 HS Committee Meeting Minutes**

**OWHS- 004A-023**

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

<table>
<thead>
<tr>
<th>Date</th>
<th>25th May 2017</th>
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<tbody>
<tr>
<td>Time</td>
<td>14:00 – 15:00</td>
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<tr>
<td>Place</td>
<td>Level 3; RMB North – Room 3.001</td>
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**Agenda Distribution**
- Dale W. Larden (DWL) – 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 (BBC) – Elected Rep (OMB)
- Rajini Peguda (RP) – Postgrad/Student Rep
- Lance Islip (LI) – Faculty HSE Coordinator

**Preparation Notes**
- Minutes to previous meeting (OWHS-004A-022) – held 9/3/2017
- Science HSW Coordinator Report April 2017
- Science HSE Coordinator Report May 2017
- Lab 2.028 PC2 Compliance Risk Matrix

**Agenda Item** | **Report from**
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1. Welcome and Apologies | Chairperson

- **Present:** DL, FS, PZ, KD, KW, AJ, PY (Dinesh replacing RP)
- **Absent:** KGW, BBC, RP, LI

2. Approval of Minutes (OWHS-004A-022) from previous meeting held: 9th March 2017; 1400-1500 | Chairperson

- Previous Minutes Adopted.
### 3. Action items and matters arising from the previous meeting

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| 3.1 | Workstation Checklists for admin staff  
- Kay has provided these plus ergonomic reports.  
(KD) |
| 3.2 | KPT in PDR.  
- Have now been included by Nic.  
(DWL) |
| 3.3 | Kathleen Watt to enroll in Warden Course  
- Hold over- KW not present.  
(KW) |
| 3.4 | Supervisor Training.  
- Lance has provided training dates to Dale for consideration. Dale will action.  
(LI) (DWL) |
| 3.5 | Mark Wilcox – Workstation Checklist  
- Mark Presently away, Dale will follow up on completion of workstation checklist when he returns (end of month)  
(DWL) |
| 3.6 | Locked door in J14 near ORLAB  
- No Update, Hold over- Brian not present  
(BBC) |
| 3.7 | PC2 status of 2.028  
- Dale has sent Risk Mitigation Matrix to Lance, will follow up with Lance.  
(DWL) |
| 3.8 | Fi Anderson to complete 1st Aid training  
- Still to complete, Kay will follow up.  
(DWL) |
| 3.9 | SAT  
- Still to happen, no news on when...  
(DWL) |
| 3.10 | Security Issue – late night clinics  
- Students have been made aware of security precautions and availability of security escorts on campus.  
|

### 4. Communication In and Out

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| 4.1 | HSE Coordinator Report April- Presented  
| 4.2 | HSE Coordinator Report May- Presented  
- Survey of volumes of chemical products that get washed down lab sinks needs to be completed.  
|
## 5. Review of Hazards & Incidents Reported

<table>
<thead>
<tr>
<th>Issue #</th>
<th>Description</th>
<th>Status</th>
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<tbody>
<tr>
<td>17739</td>
<td>Fire door not closing - fixed</td>
<td>Closed</td>
</tr>
<tr>
<td>17740</td>
<td>Level 2 fire door sticking - fixed</td>
<td>Closed</td>
</tr>
<tr>
<td>17741</td>
<td>Smoke detector taped over - fixed</td>
<td>Closed</td>
</tr>
<tr>
<td>17802</td>
<td>Oyster lights out in stairwell - fixed</td>
<td>Closed</td>
</tr>
<tr>
<td>17912</td>
<td>Nic kicked foot addressed</td>
<td>Closed</td>
</tr>
<tr>
<td>17976</td>
<td>Hot water dispenser on level 2 replaced</td>
<td>In progress</td>
</tr>
<tr>
<td>18176</td>
<td>High pitch noise from comms unit in clinic - Dale has put in request to look at this</td>
<td>In progress</td>
</tr>
<tr>
<td>18187</td>
<td>Exit light flashing - fixed</td>
<td>Closed</td>
</tr>
<tr>
<td>18188</td>
<td>Switch arching on level 3 - fixed</td>
<td>Closed</td>
</tr>
<tr>
<td>18199</td>
<td>Oyster light out in stairwell (Near L2 research labs) - fixed</td>
<td>In progress</td>
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## 6. Workplace Inspections

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<tr>
<th>Section</th>
<th>Description</th>
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<tbody>
<tr>
<td>6.1</td>
<td>School/Unit Workplace Inspections</td>
</tr>
<tr>
<td>6.2</td>
<td>Electrical testing and tagging schedule</td>
</tr>
<tr>
<td>6.3</td>
<td>Inspection, testing and monitoring schedule</td>
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## 7. WHS Training Update

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<th>Section</th>
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<th>Update</th>
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<tr>
<td>7.1</td>
<td>New workers who have completed mandatory WHS training</td>
<td>Update from each workgroup representative</td>
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<tr>
<td>7.2</td>
<td>Supervisor’s training - Supervisor training</td>
<td>Lance has provided Dale with several dates - Dale will email around</td>
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### 7.3 Any other training needs
- 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
- Nicola Kapo to enroll in Warden Training – inducted by Chief Warden in interim
- Jasmine Larden to do Deputy Warden Training

### 8. Progress on completion of online Self Audit Tool (SAT)
8.1 Review schedule for completion of online SAT tool by schools/units - DWL to complete

Update Chairperson

### 9. First aid, Emergency and Security Arrangements
Review availability of First Aid Officers and Fire Wardens in all work areas. **All areas covered pending Fiona A redoing training.**

Update from each workgroup representative

### 10. Changes to Workplace
- Post Grad room 2 to be renovated to create more space.
- Research labs on Level 2 now have swipe access.

Update from each workgroup representative

### 11. Environmental matters
- Ongoing work on new carpark lift- Due to be finished August.

Management Rep

### 12. New business/Business without notice
12.1 External Audit Report- **No mention of new date.**

All

### 13. Next meeting and future dates for the year
10 October 2017

Chairperson
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<tr>
<th>14. Close of Meeting</th>
<th>Chairperson</th>
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<tr>
<td>15:00</td>
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Office Bearers:

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