


<p><b>HS635</b></p> <p><b>Level 3 HS Committee Meeting Minutes</b></p> <p><b>OWHS- 004A-023</b></p>	
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**FACULTY of SCIENCE**  
**SCHOOL of OPTOMETRY and VISION SCIENCE**

<b>Date</b>	<b>25<sup>th</sup> May 2017</b>	
<b>Time</b>	<b>14:00 – 15:00</b>	
<b>Place</b>	<b>Level 3; RMB North – Room 3.001</b>	
<b>Agenda Distribution</b>	Dale W. Larden ( <b>DWL</b> ) – Chair Fiona Stapleton ( <b>FS</b> ) – HoS Kathleen G. Watt ( <b>KGW</b> ) – Management Rep (Level 1) Kay Dulhunty ( <b>KD</b> ) – Management Rep (Level 3) Paul Zytnik ( <b>PZ</b> ) – Elected Rep – (Level 2) 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) Rajini Peguda ( <b>RP</b> ) – Postgrad/Student Rep Lance Islip ( <b>LI</b> ) – Faculty HSE Coordinator	
<b>Preparation Notes</b>	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	
<b>Agenda Item</b>		<b>Report from</b>
<b>1. Welcome and Apologies</b>  <b>Present: DL, FS, PZ, KD, KW, AJ, PY (Dinesh replacing RP)</b> <b>Absent: KGW, BBC, RP, LI</b>		Chairperson
<b>2. Approval of Minutes (OWHS-004A-022) from previous meeting held: 9<sup>th</sup> March 2017; 1400-1500</b>  - <b>Previous Minutes Adopted.</b>		Chairperson

<p><b>3. Action items and matters arising from the previous meeting</b></p> <p>3.1 Workstation Checklists for admin staff  <b>-Kay has provided these plus ergonomic reports.</b></p> <p>3.2 KPT in PDR.  <b>-Have now been included by Nic.</b></p> <p>3.3 Kathleen Watt to enroll in Warden Course  <b>-Hold over- KW not present.</b></p> <p>3.4 Supervisor Training.  <b>-Lance has provided training dates to Dale for consideration. Dale will action.</b></p> <p>3.5 Mark Wilcox – Workstation Checklist  <b>-Mark Presently away, Dale will follow up on completion of workstation checklist when he returns (end of month)</b></p> <p>3.6 Locked door in J14 near ORLAB  <b>-No Update, Hold over- Brian not present</b></p> <p>3.7 PC2 status of 2.028  <b>-Dale has sent Risk Mitigation Matrix to Lance, will follow up with Lance.</b></p> <p>3.8 Fi Anderson to complete 1<sup>st</sup> Aid training  <b>-Still to complete, Kay will follow up.</b></p> <p>3.9 SAT  <b>Still to happen, no news on when...</b></p> <p>3.10 Security Issue – late night clinics  <b>-Students have been made aware of security precautions and availability of security escorts on campus.</b></p>	<p>(KD)</p> <p>(DWL)</p> <p>(KW)</p> <p>(LI) (DWL)</p> <p>(DWL)</p> <p>(BBC)</p> <p>(DWL)</p> <p>(DWL)</p> <p>(DWL)</p>
<p><b>4. Communication In and Out</b></p> <p>4.1 HSE Coordinator Report April- <b>Presented</b></p> <p>4.2 HSE Coordinator Report May- <b>Presented</b>  <b>-Survey of volumes of chemical products that get washed down lab sinks needs to be completed.</b></p>	<p>Chairperson or Secretary</p>

<p><b>5. Review of Hazards &amp; Incidents Reported</b></p> <p>5.1 Issue # 17739 (Hazard – Building) – <b>closed- Fire door not closing- fixed</b></p> <p>5.2 Issue #17740 (Hazard-Building) – closed- <b>Level 2 fire door sticking- Fixed</b></p> <p>5.3 Issue #17741 (Hazard-Fire) – <b>closed- Smoke detector taped over- Fixed.</b></p> <p>5.4 Issue #17802 (Hazard-Building) – closed- <b>Oyster lights out in stairwell- fixed</b></p> <p>5.5 Issue # 17912 (Incident-Slip,Trip,Fall) – closed- <b>Nic kicked foot- addressed.</b></p> <p>5.6 Issue #17976 (Hazard-Plant&amp;Equipment) – in progress- <b>Hot water dispenser on level 2 replaced.</b></p> <p>5.7 Issue #18176 (Hazard-Noise) – in progress- <b>High pitch noise from comms unit in clinic- Dale has put in request to look at this.</b></p> <p>5.8 Issue #18187 (Hazard-Electrical – closed- <b>Exit light flashing- Fixed</b></p> <p>5.9 Issue #18188 (Hazard-Electrical) – closed- <b>Switch arching on level 3- fixed</b></p> <p>5.10 Issue #18199 (Hazard-Slip.Trip, Fall) – in progress- <b>Oyster light out in stairwell( Near L2 research labs)- fixed</b></p>	<p>Update from each workgroup representative</p>
<p><b>6. Workplace Inspections</b></p> <p>6.1 Progress on completion of School/Unit Workplace Inspections- <b>In progress most done, Dale sending out email to all others that have not completed as yet.</b></p> <p>6.2 Progress on completion of Electrical testing and tagging schedule- <b>Always ongoing.</b></p> <p>6.3 Progress on completion of Inspection, testing and monitoring schedule- <b>Autoclave testing, controlled by central</b></p>	<p>Update from each workgroup representative</p>
<p><b>7. WHS Training Update</b></p> <p>7.1 Progress on new workers who have completed mandatory WHS training-</p> <p>7.2 Progress on completion of “Supervisor’s training”- <b>Supervisor training. Lance has provided Dale with several dates- Dale will email around.</b></p>	<p>Update from each workgroup representative</p>

<p>7.3 Any other training needs</p> <ul style="list-style-type: none"> <li>○ Alyssa Collett enrolled in 1<sup>st</sup> aid (22/03) and warden (22/6/17)</li> <li>○ Fiona Anderson to redo 1<sup>st</sup> Aid</li> <li>○ Nicola Kapo to enroll in 1<sup>st</sup> Aid</li> <li>○ Nicola Kapo to enroll in Warden Training – inducted by Chief Warden in interim</li> <li>○ Jasmine Larden to do Deputy Warden Training</li> </ul>	
<p><b>8. Progress on completion of online Self Audit Tool (SAT)</b></p> <p>8.1 Review schedule for completion of online SAT tool by schools/units - <b>DWL to complete</b></p>	Update Chairperson
<p><b>9. First aid, Emergency and Security Arrangements</b></p> <p>Review availability of First Aid Officers and Fire Wardens in all work areas. <b>All areas covered pending Fiona A redoing training.</b></p>	Update from each workgroup representative
<p><b>10. Changes to Workplace</b></p> <p><b>-Post Grad room 2 to be renovated to create more space.</b></p> <p><b>-Research labs on Level 2 now have swipe access.</b></p>	Update from each workgroup representative  Management Rep
<p><b>11. Environmental matters</b></p> <p><b>-Ongoing work on new carpark lift- Due to be finished August.</b></p>	
<p><b>12. New business/Business without notice</b></p> <p>12.1 External Audit Report- <b>No mention of new date.</b></p>	All
<p><b>13. Next meeting and future dates for the year</b></p> <p><b>10 October 2017</b></p>	Chairperson

<b>14. Close of Meeting</b> 15:00 25/05/2017	Chairperson
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Office Bearers:

**Dale W. Larden**

*Committee Chairperson (x54623)*