

HS635

Level 3 HS Committee Minutes

OWHS- 004M-025



FACULTY of SCIENCE  
SCHOOL of OPTOMETRY and VISION SCIENCE

Date	30 <sup>th</sup> November 2017
Time	14:00 – 15:00
Place	Level 3; RMB North – Room 3.001
Agenda Distribution	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) - 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) Dinesh Subedi ( <b>DS</b> ) – Postgrad/Student Rep Lance Islip ( <b>LI</b> ) – Faculty HSE Coordinator
Preparation Notes	<ul style="list-style-type: none"><li>• Minutes to previous meeting (OWHS-004A-024) – held 26/10/2017</li><li>• Science HSW Coordinator Report November 2017</li><li>• HS908 Cleaning in Moderate to High Risk UNSW Facilities Procedure (Draft – for Consultation) 2017</li></ul>

Agenda Item	Report from
<p><b>1. Welcome and Apologies</b></p> <p><b>Present:</b> DWL, FS, KGW, KD, PZ, BBC, AV, LI  <b>Absent:</b> AV, DS, KW</p>	<p>Chairperson</p>
<p><b>2. Approval of Minutes (OWHS-004A-024) from previous meeting held:</b></p> <ul style="list-style-type: none"> <li>- <b>Adopted</b></li> </ul>	<p>Chairperson</p>
<p><b>3. Action items and matters arising from the previous meeting</b></p> <p>3.1. Kathleen Watt to enroll in Warden Training</p> <p>- <b>Course unavailable at present, possibly booked out, not displaying, Dale will check.</b></p> <p>3.2 Supervisor Training</p> <ul style="list-style-type: none"> <li>• <b>M.Roy ; M.Boon --- now completed</b></li> </ul> <p>3.3 Fi Anderson – 1<sup>st</sup> aid training</p> <p>-<b>Fi Anderson no longer doing- Michelle Wanandy will take place.</b></p> <p>3.4. Brian to forward WHS Consultation cert.</p> <p>- <b>Still to do</b></p> <p>3.5. Dale to discuss lighting in 3.030 with Vanessa</p> <p>- <b>Has been discussed, Vanessa now happy with light levels.</b></p> <p>3.6. Kay to raise archibus job RE door stopper in 3.030</p> <p>- <b>Still to do.</b></p>	<p>(KW)</p> <p>(DWL)</p> <p>(KD)</p> <p>(BBC)</p> <p>(DWL)</p> <p>(KD)</p>

<p>3.7. Dale to email Jackie/Mark/Nicole RE Inductions</p> <p><b>- Email has been sent, Jackie/Mark/Nicole replied indicating they will make sure all their employees are inducted.</b></p>	<p>(DWL)</p>
<p><b>3 Communication In and Out</b></p> <p>3.3 Chemicals in optics lab <i>(internal)</i></p> <p><b>-Correspondence with relative parties in relation to Chemicals to be picked up and disposed of in optics lab.</b></p> <p>3.4 Intern Programmes <i>(internal)</i></p> <p>3.5 Supervisor training <b>[M.Roy]</b> <i>(external)</i></p> <p><b>-Confirmation email from Lance regarding that Maitreyee was competent in relation to the supervisor management course.</b></p>	<p>Chairperson or Secretary</p>

<p>3.6 Supervisor Training <b>[M.Boon]</b> (internal)  <b>Correspondence from M.Boon stating she was having supervisor training.</b></p> <p>3.7 eMail to Lance RE 1<sup>st</sup> Aid Report (External)  - <b>Regarding first aid report that Dale submitted and can't be closed off. Lance to look into.</b></p>	
<p><b>4 Review of Hazards &amp; Incidents Reported</b></p> <p>4.3 Issue # 19375 (Incident – First aid report) – closed (???)</p> <p>4.4 Issue #19356 (Hazard- Chemical Exposure) – <i>in progress</i>  <b>-Chemicals picked up today, will be closed. Lance to look into online chemical waste disposal form as currently has issues.</b></p> <p>4.5 Issue #19528 (Hazard-STF - Lighting) - closed</p> <p>4.6 Issue #19544 (Hazard-Electrical) - closed</p> <p>4.7 Issue # 19595 (HZ – WSI - Electrical) - closed</p> <p>4.8 Issue #19596 (HZ-WSI-chemical) – closed</p> <p>4.9 Issue #19597 (HZ-WSI-chemical) – closed</p> <p>4.10 Issue #19599 (HZ-WSI-housekeeping) – <i>submitted</i></p> <p>4.11 Issue #19600 (HZ-WSI-housekeeping) – <i>submitted</i></p> <p>4.12 Issue #19601 (HZ-WSI-chemical) – <i>submitted</i></p> <p>4.13 Issue #19602 (HZ-WSI-radiation) – <i>in progress</i></p> <p>4.14 Issue #19603 (HZ-WSI-chemical) – <i>submitted</i></p> <p>4.15 Issue #19604 (HZ-WSI-STF) – closed</p> <p>4.16 Issue #19605 (HZ-WSI-chemical) – <i>submitted</i></p> <p>4.17 Issue #19628 (HZ-WSI-ergonomic) – <i>in progress</i></p> <p>4.18 Issue #19629 (HZ-WSI-housekeeping) – closed</p> <p>4.19 Issue #19630 (HZ-WSI-Slip/Trip Hazard) – <i>in progress</i></p>	<p>Update from each workgroup representative</p>

<p><b>5 Workplace Inspections</b></p> <p>5.3 Progress on completion of School/Unit Workplace Inspections</p> <ul style="list-style-type: none"> <li>• <b><i>Most now completed</i></b></li> </ul> <p>5.4 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> <li>• <b><i>Ongoing per schedule and on request</i></b></li> </ul> <p>5.5 Progress on completion of Inspection, testing and monitoring schedule</p> <ul style="list-style-type: none"> <li>• <b><i>BSC Due for calibration (AV)</i></b></li> <li>- <b>Informed by Ajay it was calibrated in March</b> <ul style="list-style-type: none"> <li>• <b>Autoclaves – FM 2.009 serviced (27/11/17)</b></li> </ul> </li> </ul>	<p>Update from each workgroup representative</p>
<p><b>6 WHS Training Update</b></p> <p>6.3 Progress on new workers who have completed mandatory WHS training</p> <ul style="list-style-type: none"> <li>• <b><i>New workers complete</i></b></li> <li>• <b><i>49% on HSEAWA ; 40% on Ergonomics ??</i></b></li> </ul> <p>- <b>Confusion over completed numbers dropping, some staff do not need to be on list as not physically at school more than 7 hours a week. Additional staff made completed % drop. Dale/Lance to look into removing unnecessary staff staff from list.</b></p>	<p>Update from each workgroup representative</p>

<p>6.4 Progress on completion of "Supervisor's training"</p> <ul style="list-style-type: none"> <li>• <b><i>Supervisor training now complete</i></b></li> </ul> <p>6.5 Any other training needs</p> <ul style="list-style-type: none"> <li>• <b><i>Fiona Anderson to redo 1<sup>st</sup> Aid- No longer doing see 3.3.</i></b></li> <li>• <b><i>Jasmine Larden to do Deputy Warden Training</i></b></li> </ul>	
<p><b>7 Progress on completion of online Self Audit Tool (SAT)</b></p> <p>7.3 Review schedule for completion of online SAT tool by schools/units -</p> <ul style="list-style-type: none"> <li>• <b><i>Completed for 2017 – due April 2018</i></b></li> </ul>	Update Chairperson
<p><b>8 First aid, Emergency and Security Arrangements</b></p> <p>8.3 Review availability of First Aid Officers and Fire Wardens in all work areas</p> <ul style="list-style-type: none"> <li>• <b><i>Adequate coverage.</i></b></li> </ul>	Update from each workgroup representative

<p><b>9 Changes to Workplace</b></p> <ul style="list-style-type: none"> <li>- <b>New areas being acquired from BHVI on level three will need additional WSI's.</b></li> </ul>	<p>Update from each workgroup representative</p> <p>Management Rep</p>
<p><b>10 Environmental matters</b></p>	
<p><b>11 New business/Business without notice</b></p> <ul style="list-style-type: none"> <li>-<b>Regarding having a mental health rep within the school.</b></li> <li>- <b>Dale will liaise with Lance about doing mental health course.</b></li> </ul>	<p>All</p>
<p><b>12 Next meeting and future dates for the year</b></p> <p><b>Dale to update everyone via email in the new year.</b></p>	<p>Chairperson</p>
<p><b>13 Close of Meeting</b></p> <p><b>-3:00pm</b></p>	<p>Chairperson</p>

Office Bearers:

**Dale W. Larden**

*Committee Chairperson (x54623)*

