

HS635

Level 3 HS Committee Minutes

OWHS- 004M-027



UNSW  
AUSTRALIA

FACULTY of SCIENCE  
SCHOOL of OPTOMETRY and VISION SCIENCE

<b>Date</b>	<b>11<sup>th</sup> May 2018</b>
<b>Time</b>	<b>11:00 – 12:00</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) Tracy Kane ( <b>TK</b> ) – Management Rep (Level 1) 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
<b>Preparation Notes</b>	<ul style="list-style-type: none"><li>• Minutes to previous meeting (OWHS-004M-026) – held 16/03/2018</li></ul>
<b>Tabled Material</b>	<ul style="list-style-type: none"><li>• Science HSW Coordinator Report April 2018</li><li>• HSE Newsletter May 2018</li><li>• Draft Faculty of Science WHS Plan Additional objectives 2018</li></ul>
<b>Agenda Item</b>	<b>Report from</b>
<b>1. Welcome and Apologies</b>  <ul style="list-style-type: none"><li>• <b>PRESENT : DL, FS, KGW, KD, TK, PZ, BBC, AV, KW, DS</b></li> <li>• <b>ABSENT: LI.</b></li></ul>	Chairperson

<p><b>2. Approval of Minutes (OWHS-004M-026) from previous meeting held: 16/03/2018</b>  <b>-Accepted.</b></p>	<p>Chairperson</p>
<p><b>3. Action items and matters arising from the previous meeting</b></p> <p>3.1. Brian Cheng to discuss online RA with Muhhamad  <b>- Nothing produced yet- Ongoing, meeting planned.</b></p> <p>3.2 Michelle Wanandy to complete 1<sup>st</sup> aid training  <b>- Completed, will send Dale certificate</b></p> <p>3.4. Kath Watt to complete Warden Training.  <b>- Enrolling- in progress.</b></p> <p>3.5. Ajay to complete Hazardous Substance Spill Training  <b>- Completed</b></p> <p>3.6. Brian to address ORLAB Action items  <b>- In Progress now</b></p> <p>3.7. Removal of gas bottle  <b>- Completed by Dale.</b></p> <p>3.8. Replacement of Epipens and Ventolin in 1<sup>st</sup> aid kits  <b>- Dale has replaced Ventolin, world wide shortage on Epipens at present, expired ones will stay until stock arrives.</b></p> <p>3.9 Broken bike outside clinic to be removed  <b>- Has been removed.</b></p> <p>3.10 Spider and Rodent infestations to be logged online  <b>- Pest control has been applied in effected areas for specific pests</b>  <b>-Will be maintained every 3 months.</b></p>	<p>(BBC)</p> <p>(KD)</p> <p>(KW)</p> <p>(AV)</p> <p>(BBC)</p> <p>(DWL)</p> <p>(DWL)</p> <p>(DWL)</p> <p>(TK)</p>
<p><b>4. Communication In and Out</b></p> <p>4.1 HSE Coordinator Report April 2018</p> <p>4.2 HSE Newsletter May 2018</p> <p>4.3 Draft Faculty of Science WHS Plan additional objectives 2018</p>	<p>Chairperson or Secretary</p>

<p><b>5. Review of Hazards &amp; Incidents Reported</b></p> <p>5.1 Issue #19807 (HZ-Electrical) – <i>closed</i>  - <b>Mess of cords in Ant lab, Dale and Paul have addressed</b></p> <p>5.2 Issue #19599 (HZ-Housekeeping) – <i>submitted</i></p> <p>5.3 Issue #19600 (HZ-Housekeeping) – <i>submitted</i></p> <p>5.4 Issue #19605 (HZ-Chemical Exposure) – <i>submitted</i></p> <p>5.5 Issue #20230 (HZ – SLTF – Lighting) – <i>Closed</i></p> <p>5.6 Issue #20302 (HZ – SLTF – Lighting) – <i>Closed</i></p> <p>5.7 Issue #20208 (HZ – Electrical) – <i>In Progress</i></p> <p>5.8 Issue #20206 (HZ – SLTF – Cables) – <i>In Progress</i>  - <b>Capital works requests, Still awaiting reply.</b></p> <p>5.9 Issue #20341 (Incident) – <i>Closed</i>  - <b>Dispensing lab fumes, Dale has spoken to relevant people regarding using different lens materials until new Lab is available.</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><i>Due November/December/January 2018/2019 – all newly refurbished areas to be inspected by committee task force</i></b></p> <p>6.2 Progress on completion of Electrical testing and tagging schedule  • <i>Ongoing per schedule and on request</i></p> <p>6.3 Progress on completion of Inspection, testing and monitoring schedule  • <i>BSC Due for calibration (AV) (last completed 16.03.17)</i>  • <i>Autoclaves – FM 2.009 repaired (May 2018)</i></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> <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> <li>• <b><i>Updated staff list sent to Lance</i></b></li> </ul> <p>- <b><i>Dale will speak to Lance to update list -Updated list of ergonomics and online training sent through</i></b></p> <p>7.2 Kay Dulhunty has completed Mental Health First Aid</p> <p>- <b><i>Completed</i></b></p> <p>7.3 Any other training needs</p> <ul style="list-style-type: none"> <li>• <i>M. Wanandy to complete 1<sup>st</sup> aid training- <b>Completed</b></i></li> <li>• <i>Jasmine Larden; Tracy Kane; DWL to do redo 1<sup>st</sup> aid course DWL and JKL completed April 3<sup>rd</sup> TK still pending</i></li> <li>• <i>Hazardous Substance and Spills Training (AV)- <b>Completed</b></i></li> </ul>	<p>Update from each workgroup representative</p>
<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 -</p> <ul style="list-style-type: none"> <li>• <b><i>Due April 2018 – underway</i></b></li> </ul> <p>- <b><i>Dale now Completed</i></b></p>	<p>Update Chairperson</p>
<p><b>9. First aid, Emergency and Security Arrangements</b></p> <p>9.1 Review availability of First Aid Officers and Fire Wardens in all work areas</p> <ul style="list-style-type: none"> <li>• <i>Currently adequate coverage – <u>will need to be reviewed when expansion completed</u></i></li> <li>• <i>Evacuation Drill Scheduled: Friday May 18<sup>th</sup> 0930 – (April drill cancelled due to weather)</i></li> </ul>	<p>Update from each workgroup representative</p>

<p><b>10. Changes to Workplace</b></p> <ul style="list-style-type: none"> <li>• Changes to SOVS Footprint</li> <li>• New PC2 lab being designed</li> </ul>	<p>Update from each workgroup representative</p> <p>Management Rep</p>
<p><b>11. Environmental matters</b></p> <ul style="list-style-type: none"> <li>• <i>Nil to report</i></li> </ul>	
<p><b>12. New business/Business without notice</b></p> <ul style="list-style-type: none"> <li>• <i>New my staff profile Page – <b>Health and safety Tab must be added manually?</b></i></li> <li>- <b>New action Item: Sample hoodie thefts outside lift on level 2. Dale to install decoy security cameras over break.</b></li> </ul>	<p>All</p>
<p><b>13. Next meeting and future dates for the year</b></p> <p><b>17/8/2018</b></p> <p><b>23/11/2018</b></p>	<p>Chairperson</p>
<p><b>14. Close of Meeting</b> <b>11:50 am 11/05/2018</b></p>	<p>Chairperson</p>

Office Bearers:



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