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

**Level 3 HS Committee Minutes**

**Date:** 11<sup>th</sup> May 2018  
**Time:** 11:00 – 12:00  
**Place:** Level 3; RMB North – Room 3.001

**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)
- Tracy Kane (TK) – Management Rep (Level 1)
- Paul Zytnik (PZ) – Elected Rep – (Level 2) - Secretary
- Katherine Wong (KW) – Elected Rep (Level 1/3)
- Ajay Vijay (AV) – Elected Rep (Level 2 – Laboratories)
- Brian Cheng (BBC) – Elected Rep (OMB)
- Dinesh Subedi (DS) – Postgrad/Student Rep
- Lance Islip (LI) – Faculty HSE Coordinator

**Preparation Notes**
- Minutes to previous meeting (OWHS-004M-026) – held 16/03/2018

**Tabled Material**
- Science HSW Coordinator Report April 2018
- HSE Newsletter May 2018
- Draft Faculty of Science WHS Plan Additional objectives 2018

**Agenda Item**

1. **Welcome and Apologies**
   - **PRESENT:** DL, FS, KGW, KD, TK, PZ, BBC, AV, KW, DS
   - **ABSENT:** LI.

   **Report from:** Chairperson
2. Approval of Minutes (OWHS-004M-026) from previous meeting held: 16/03/2018
   - Accepted.

3. Action items and matters arising from the previous meeting

   3.1. Brian Cheng to discuss online RA with Muhhamad
       - Nothing produced yet - Ongoing, meeting planned.
       (BBC)

   3.2. Michelle Wanandy to complete 1st aid training
       - Completed, will send Dale certificate
       (KD)

   3.4. Kath Watt to complete Warden Training.
       - Enrolling - in progress.
       (KW)

   3.5. Ajay to complete Hazardous Substance Spill Training
       - Completed
       (AV)

   3.6. Brian to address ORLAB Action items
       - In Progress now
       (BBC)

   3.7. Removal of gas bottle
       - Completed by Dale.
       (DWL)

   3.8. Replacement of Epipens and Ventolin in 1st aid kits
       - Dale has replaced Ventolin, world wide shortage on Epipens at present, expired ones will stay until stock arrives.
       (DWL)

   3.9 Broken bike outside clinic to be removed
       - Has been removed.
       (DWL)

   3.10 Spider and Rodent infestations to be logged online
       - Pest control has been applied in effected areas for specific pests
       - Will be maintained every 3 months.
       (TK)

4. Communication In and Out

   4.1 HSE Coordinator Report April 2018

   4.2 HSE Newsletter May 2018

   4.3 Draft Faculty of Science WHS Plan additional objectives 2018
5. **Review of Hazards & Incidents Reported**

5.1 Issue #19807 (HZ-Electrical) – *closed*
   - Mess of cords in Ant lab, Dale and Paul have addressed

5.2 Issue #19599 (HZ-Housekeeping) – *submitted*

5.3 Issue #19600 (HZ-Housekeeping) – *submitted*

5.4 Issue #19605 (HZ-Chemical Exposure) – *submitted*

5.5 Issue #20230 (HZ – SLTF – Lighting) – *Closed*

5.6 Issue #20302 (HZ – SLTF – Lighting) – *Closed*

5.7 Issue #20208 (HZ – Electrical) – *In Progress*

5.8 Issue #20206 (HZ – SLTF – Cables) – *In Progress*
   - Capital works requests, Still awaiting reply.

5.9 Issue #20341 (Incident) – *Closed*
   - Dispensing lab fumes, Dale has spoken to relevant people regarding using different lens materials until new Lab is available.

6. **Workplace Inspections**

6.1 Progress on completion of School/Unit Workplace Inspections
   - *Due November/December/January 2018/2019 – all newly refurbished areas to be inspected by committee task force*

6.2 Progress on completion of Electrical testing and tagging schedule
   - *Ongoing per schedule and on request*

6.3 Progress on completion of Inspection, testing and monitoring schedule
   - *BSC Due for calibration (AV) (last completed 16.03.17)*
   - Autoclaves – FM 2.009 repaired (May 2018)

Update from each workgroup representative
7. **WHS Training Update**  
   7.1 Progress on new workers who have completed mandatory WHS training  
      - *New workers complete*  
      - *49% on HSEAWA ; 40% on Ergonomics ??*  
      - *Updated staff list sent to Lance*  
      - Dale will speak to Lance to update list - Updated list of ergonomics and online training sent through  

7.2 Kay Dulhunty has completed Mental Health First Aid  
   - *Completed*  

7.3 Any other training needs  
   - *M. Wanandy to complete 1st aid training* - *Completed*  
   - *Jasmine Larden; Tracy Kane; DWL to do redo 1st aid course*  
     - DWL and JKL completed April 3rd  
     - TK still pending  
   - *Hazardous Substance and Spills Training (AV)* - *Completed*  

8. **Progress on completion of online Self Audit Tool (SAT)**  
   8.1 Review schedule for completion of online SAT tool by schools/units -  
      - *Due April 2018 – underway*  
      - Dale now Completed  

9. **First aid, Emergency and Security Arrangements**  
   9.1 Review availability of First Aid Officers and Fire Wardens in all work areas  
      - *Currently adequate coverage – will need to be reviewed when expansion completed*  
      - *Evacuation Drill Scheduled: Friday May 18th 0930 – (April drill cancelled due to weather)*  

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Update from each workgroup representative  

Update Chairperson  

Update from each workgroup representative
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<thead>
<tr>
<th>10. Changes to Workplace</th>
<th>Update from each workgroup representative</th>
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<tbody>
<tr>
<td>• Changes to SOVS Footprint</td>
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<tr>
<td>• New PC2 lab being designed</td>
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<td>Management Rep</td>
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<tr>
<th>11. Environmental matters</th>
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<tr>
<td>• <em>Nil to report</em></td>
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<tr>
<th>12. New business/Business without notice</th>
<th>All</th>
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<tr>
<td>• <em>New my staff profile Page – Health and safety Tab must be added manually?</em></td>
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<tr>
<td>• <strong>New action Item:</strong> Sample hoodie thefts outside lift on level 2. Dale to install decoy security cameras over break.</td>
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<tr>
<th>13. Next meeting and future dates for the year</th>
<th>Chairperson</th>
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<tr>
<td>17/8/2018</td>
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<td>23/11/2018</td>
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<tr>
<th>14. Close of Meeting</th>
<th>Chairperson</th>
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<td><strong>11:50 am 11/05/2018</strong></td>
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Office Bearers: