

HS635

Level 3 HS Committee Minutes

OWHS- 004M-028



UNSW
AUSTRALIA

FACULTY of SCIENCE
SCHOOL of OPTOMETRY and VISION SCIENCE

Date	31st August 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) Revathy Mani (RM) – Postgrad/Student Rep Lance Islip (LI) – Faculty HSE Coordinator
Preparation Notes	<ul style="list-style-type: none">• Minutes to previous meeting (OWHS-004M-027) – held 11/05/2018
Tabled Material	<ul style="list-style-type: none">• Science HSE Coordinator Report June 2018• HSE Newsletter August 2018• Student Enrolment via myUNSW Info Sheet May 2018
Agenda Item	Report from
1. Welcome and Apologies 2. Present: DWL, FS, KGW, KD, PZ, TC, KW, AJ, BBC, DS, LI Absent: RM, LI	Chairperson

<p>3. Approval of Minutes (OWHS-004M-027) from previous meeting held: 11/05/2018</p> <p>- Adopted</p>	Chairperson
<p>4. Action items and matters arising from the previous meeting</p> <p>3.1. Brian Cheng to discuss online RA with Muhhamad-</p> <p>- Still In Progress with Muhhamad</p> <p>3.2 Kath Watt to complete warden training</p> <p>- Kath has completed online warden training will forward certificate/confirmation to Dale.</p> <p>3.3 Brian to address ORLAB Action items</p> <p>- Completed- Thanks Brian.</p> <p>3.4 Replacement of epipens and Ventolin in 1st aid kits</p> <p>-Dale still trying to source, currently out of stock. Expired ones will remain in first aid kits until new supply returns.</p> <p>3.5 Spider and Rodent infestations to be logged online.</p> <p>- Under control so far- Pest maintenance being performed on regular basis.</p> <p>3.6. Training matrix requires updating by Lance (Refer 7.1.)</p> <p>- Ongoing- still needs updating to remove phantom names, Lance currently away.</p> <p>3.6 SAT Requires completion - due April 2018 (Refer 8.1)</p> <p>3.7</p> <p>-Dale has completed the Self Audit Tool.</p>	<p>(BBC)</p> <p>(KW)</p> <p>(BBC)</p> <p>(DWL)</p> <p>(TK)</p> <p>(LI/DWL)</p> <p>(DWL)</p>

<p>4 Communication In and Out</p> <p>4.4 HSE Coordinator Report JUNE 2018</p> <p>4.5 HSE Newsletter AUGUST 2018</p> <p>4.6 Student Enrolment via myUNSW (HR Memo)</p>	<p>Chairperson or Secretary</p>
<p>5 Review of Hazards & Incidents Reported</p> <p>5.4 Issue #19605 (HZ-Chemical Exposure) – <i>closed</i></p> <p>5.5 Issue #20206 (HZ-SLTF-Cables) – <i>closed</i></p> <p>5.6 Issue #20208 (HZ-Electrical) – <i>closed</i></p> <p>5.7 Issue #20516 (HZ-Building Damage Defect) – <i>closed</i></p> <p>5.8 Issue #20863 (INC – SLTF) – <i>Closed</i></p> <p>5.9 Issue #21061 (Environment) – <i>In Progress</i></p> <p>- Pigeons outside clinic- Facilities working on it.</p> <p>5.10 Issue #21110 (INC – Needlestick/sharps) – <i>closed</i></p> <p>5.11 Issue #21137 (HZ – SLTF – lighting) – <i>In Progress</i></p> <p>- -Light out in stairwell, Dale has put job in.</p> <p>5.12 Issue #21138 (HZ – SLTF – Slippery Surface) - <i>Closed</i></p>	<p>Update from each workgroup representative</p>
<p>6 Workplace Inspections</p> <p>6.4 Progress on completion of School/Unit Workplace Inspections</p> <ul style="list-style-type: none"> • Due November/December/January 2018/2019 – all newly refurbished areas to be inspected by committee task force 	<p>Update from each workgroup representative</p>

<p>6.5 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> • <i>Ongoing per schedule and on request</i> 	
<p>7 WHS Training Update</p> <p>7.4 Progress on new workers who have completed mandatory WHS training</p> <ul style="list-style-type: none"> • <i>New workers complete</i> • <i>49% on HSEAWA; 40% on Ergonomics??</i> • <i>Updated staff list sent to Lance – still pending</i> <p>7.5 Any other training needs</p> <ul style="list-style-type: none"> • <i>Tracy Kane to complete 1st aid training</i> <p>- Tracey to complete training next week.</p>	(DWL)
<p>8 Progress on completion of online Self Audit Tool (SAT)</p> <p>8.4 Review schedule for completion of online SAT tool by schools/units</p> <p>-</p> <ul style="list-style-type: none"> • <i>Due April 2018 - COMPLETED</i> 	Update Chairperson
<p>9 First aid, Emergency and Security Arrangements</p> <p>9.4 Review availability of First Aid Officers and Fire Wardens in all work areas</p> <ul style="list-style-type: none"> • <i>Currently adequate coverage – <u>will need to be reviewed when expansion completed</u></i> • <i>Evacuation Drill Scheduled: Friday May 18th 0930 – (April drill cancelled due to weather) completed without incident</i> 	Update from each workgroup representative

<p>10 Changes to Workplace</p> <ul style="list-style-type: none"> • Changes to SOVS Footprint • Ongoing building works • New PC2 lab to be commissioned in mid-October, will require appropriate certification 	<p>Update from each workgroup representative</p> <p>Management Rep</p>
<p>11 Environmental matters</p> <ul style="list-style-type: none"> • <i>Pigeon Infestation REFER: Issue 21061</i> 	
<p>12 New business/Business without notice</p> <ul style="list-style-type: none"> • <i>New my staff profile Page – Health and safety Tab must be added manually?</i> - <i>Seems to appear by default now.</i> 	<p>All</p>
<p>13 Next meeting and future dates for the year</p> <p>17/8/2018</p> <p>23/11/2018</p>	<p>Chairperson</p>
<p>14 Close of Meeting</p> <p>-11:55am</p>	<p>Chairperson</p>

Office Bearers:



Dale W. Larden
Committee Chairperson (x54623)