

HS635

Level 3 HS Committee Minutes

OWHS- 004M-029



FACULTY of SCIENCE  
SCHOOL of OPTOMETRY and VISION SCIENCE

<b>Date</b>	<b>29<sup>th</sup> November 2018</b>
<b>Time</b>	<b>14:00 – 14:45</b>
<b>Place</b>	<b>Level 3; RMB North – Room 3.012</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) Revathy Mani ( <b>RM</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-028) – held 31/08/2018</li></ul>
<b>Tabled Material</b>	<ul style="list-style-type: none"><li>• HSE Newsletter November 2018</li><li>• Science HS Report September 2018</li><li>• HSE Co-Ordinator Report November 2018</li></ul>
<b>Agenda Item</b>	<b>Report from</b>
1. Welcome and Apologies 2. <b>Present: DWL BCC; KD; AV</b> <b>Absent: FS; PZ; KGW; KW; TK; RM</b>	Chairperson

<p><b>3. Approval of Minutes (OWHS-004M-028) from previous meeting held: 31/08/2018</b></p> <p><b>Approved</b></p> <p>-</p>	<p>Chairperson</p>
<p><b>4. Action items and matters arising from the previous meeting</b></p> <p>4.1 Kath Watt completed online warden training – certificate forwarded? Still to be forwarded</p> <p>4.2 Replacement of epipens Epipens still out of stock – expire quickly, relatively expensive (LI) not legislatively required to have epipens or Ventolin in first aid kits – we should have though due to staff with allergies – Px receiving diagnostic eye drops plus children on premises</p> <p>4.3 Spider and Rodents – update No update provided</p> <p>4.4 Training matrix update – (Lance) (Refer 8.1) Has now been updated – to remove abhorrent staff</p> <p>4.5 WSI – New areas Inspected by committee – due again January 2020</p>	<p>(KW)</p> <p>(DWL)</p> <p>(TK)</p> <p>(LI/DWL)</p> <p>(DWL)</p>
<p><b>5 Communication In and Out</b></p> <p>5.1 HSE Coordinator Report November 2018</p> <p>5.2 Science H&amp;S Report September 2018</p> <p>5.3. Science HS Newsletter 2018</p>	<p>Chairperson or Secretary</p>

<p><b>6 Review of Hazards &amp; Incidents Reported</b></p> <p>6.1 Issue #21061 (Environment) – <b>Closed</b></p> <p>- Pigeons outside clinic- Facilities working on it.</p> <p>6.2 Issue #21137 (HZ – SLTF – lighting) – <b>Closed</b></p> <p>6.3 Issue #21137 (HZ – SLTF – Slippery Surface) – <b>Closed</b> <b>Water on floor in toilets – level 2</b></p> <p>6.4. Issue #21304 (Hz-Air Quality) – <b>Closed</b> <b>Fume hood - ORLAB</b></p>	<p>Update from each workgroup representative</p>
<p><b>7 Workplace Inspections</b></p> <p>7.1 Progress on completion of School/Unit Workplace Inspections</p> <ul style="list-style-type: none"> <li>• <i>Due November/December/January 2018/2019 – <b>all newly refurbished areas to be inspected by committee task force</b></i></li> </ul> <p>7.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> <li>• <i>Ongoing per schedule and on request</i></li> </ul> <p>Ongoing – new tagging required in new areas</p>	<p>Update from each workgroup representative</p>

<p><b>8 WHS Training Update</b></p> <p>8.1 Progress on new workers who have completed mandatory WHS training</p> <ul style="list-style-type: none"> <li>• <i>New workers complete</i></li> <li>• <i>49% on HSEAWA; 40% on Ergonomics??</i></li> <li>• <i>Updated staff list sent to Lance – still pending</i></li> </ul> <p><i>Optometry now tracking well – to be confirmed in next years report</i></p> <p>8.2 Any other training needs</p> <ul style="list-style-type: none"> <li>• <i>Tracy Kane to complete 1<sup>st</sup> aid training</i> <i>No update provided</i></li> </ul>	<p>(DWL)</p>
<p><b>9 Progress on completion of online Self Audit Tool (SAT)</b></p> <p>9.1 Review schedule for completion of online SAT tool by schools/units</p> <p>-</p> <ul style="list-style-type: none"> <li>• <i>Due April 2018 – COMPLETED</i> <i>Due again April 2019</i></li> </ul>	<p>Update Chairperson</p>
<p><b>10 First aid, Emergency and Security Arrangements</b></p> <p>10.1 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 ‘Desk Exercise’ rescheduled until next year</i></li> </ul>	<p>Update from each workgroup representative</p>
<p><b>11 Changes to Workplace</b></p> <ul style="list-style-type: none"> <li>• <i>Changes to SOVS Footprint – now generally completed</i></li> <li>• <i>Ongoing building works – AOP to be renovated in 2019</i></li> <li>• <i>PC2 lab now commissioned – AV now inducting personnel/ access to be limited to those inducted</i></li> <li>• <i>New HoS – Lisa Keay to join team in 2019</i></li> </ul>	<p>Update from each workgroup representative</p> <p>Management Rep</p>

<p><b>12 Environmental matters</b></p> <ul style="list-style-type: none"> <li>• <i>Pigeon Infestation REFER: Issue 21061- <b>CLOSED</b></i>  <i>Has not progressed – Andrew Harris no longer resp. for M15</i></li> </ul>	
<p><b>13 New business/Business without notice</b></p> <p><b>KD – problems with pedestrian crossing on Barker Street ((LI) Council/RMS Issue)</b></p>	All
<p><b>14 Next meeting and future dates for the year</b></p> <p><b>TBC</b>  <b>One meeting to be held at approximately end of each quarter</b></p>	Chairperson
<p><b>15 Close of Meeting</b>  <b>Meeting closed 14:53</b></p>	Chairperson

Office Bearers:



**Dale W. Larden**

*Committee Chairperson (x54623)*