Level 3 HS Committee Minutes

Date: 29th November 2018
Time: 14:00 – 14:45
Place: Level 3; RMB North – Room 3.012

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
- Minutes to previous meeting (OWHS-004M-028) – held 31/08/2018

Tabled Material
- HSE Newsletter November 2018
- Science HS Report September 2018
- HSE Co-Ordinator Report November 2018

Agenda Item

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<tr>
<th>Agenda Item</th>
<th>Report from</th>
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<tbody>
<tr>
<td>1. Welcome and Apologies</td>
<td>Chairperson</td>
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<td>2. Present: DWL BCC; KD; AV</td>
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<td>Absent: FS; PZ; KGW; KW; TK; RM</td>
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### 3. Approval of Minutes (OWHS-004M-028) from previous meeting held: 31/08/2018

*Approved*

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<th>Chairperson</th>
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### 4. Action items and matters arising from the previous meeting

#### 4.1 Kath Watt completed online warden training – certificate forwarded?
- Still to be forwarded

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#### 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

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#### 4.3 Spider and Rodents – update
- No update provided

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#### 4.4 Training matrix update – (Lance) (Refer 8.1)
- Has now been updated – to remove abhorrent staff

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#### 4.5 WSI – New areas
- Inspected by committee – due again January 2020

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### 5 Communication In and Out

#### 5.1 HSE Coordinator Report November 2018

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#### 5.2 Science H&S Report September 2018

#### 5.3 Science HS Newsletter 2018
## 6 Review of Hazards & Incidents Reported

6.1 Issue #21061 (Environment) – Closed
- Pigeons outside clinic- Facilities working on it.

6.2 Issue #21137 (HZ – SLTF – lighting) – Closed

6.3 Issue #21137 (HZ – SLTF – Slippery Surface) – Closed
*Water on floor in toilets – level 2*

6.4. Issue #21304 (Hz-Air Quality) – Closed
*Fume hood - ORLAB*

## 7 Workplace Inspections

7.1 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*

7.2 Progress on completion of Electrical testing and tagging schedule
- *Ongoing per schedule and on request*
  *Ongoing – new tagging required in new areas*
8  **WHS Training Update**

8.1 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 – still pending*

  *Optometry now tracking well – to be confirmed in next year’s report*

8.2 Any other training needs

- *Tracy Kane to complete 1st aid training*
  
  *No update provided*

9  **Progress on completion of online Self Audit Tool (SAT)**

9.1 Review schedule for completion of online SAT tool by schools/units

- *Due April 2018 – COMPLETED*
  
  *Due again April 2019*

10  **First aid, Emergency and Security Arrangements**

10.1 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 ‘Desk Exercise’ rescheduled until next year*

11  **Changes to Workplace**

- *Changes to SOVS Footprint – now generally completed*
- *Ongoing building works – AOP to be renovated in 2019*

- *PC2 lab now commissioned – AV now inducting personnel/ access to be limited to those inducted*

- *New HoS – Lisa Keay to join team in 2019*
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<th>Environmental matters</th>
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| 12 | • **Pigeon Infestation** REFER: Issue 21061- CLOSED  
Has not progressed – Andrew Harris no longer resp. for M15 |   |
| 13 | **New business/Business without notice**                                                 | All |
|    | KD – problems with pedestrian crossing on Barker Street ((ILI Council/RMS Issue)         |   |
| 14 | **Next meeting and future dates for the year**                                          | Chairperson |
|    | TBC  
One meeting to be held at approximately end of each quarter                           |   |
| 15 | **Close of Meeting**                                                                    | Chairperson |
|    | **Meeting closed 14:53**                                                                |   |

Office Bearers:

_Dale W. Larden  
Committee Chairperson (x54623)_