



School of Optometry and Vision Science, UNSW  
WHS Committee Meeting

**Minutes**

SOVS-OHS-004-B-020

Tuesday 20<sup>th</sup> September 2016 (14:00 – 15:00)

Never Stand Still

Science

School of Optometry and Vision Science

**Distribution:** Fiona Stapleton (FS); Dale Larden (DL); Kay Dulhunty (KD), Ajay Vijay (AV); Kathleen Watt (KW); Paul Zynnik (PZ); Brian Cheng (BC); Lance Islip (LI)

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Agenda Items:

1. Welcome and Apologies

- **PRESENT : DL, FS, KD, KW, PZ, AV, BC, LI**
- **ABSENT:**

2. Previous Minutes

- **SOVS-OHS-004-A-019**
- **Adopted**

3. Matters Arising from previous meetings

- **Ajay warden training- Ajay to email Marnie in regards to warden course which he has completed but does not show on the system as completed.**
- **Minutes from previous meeting have been uploaded to the J drive**
- **WSI due again, will be completed ideally during the Nov to Feb period down time**

- Ongoing problem where WSI's cannot be put on the system, no WSI's are being logged for Optometry, Paper copies of WSI's will be kept. (LI) they should still be entered into system to log ongoing issues
- Air-con - update- Ongoing, essentially finished on Level 3, Level 2 ongoing issues, still some plastering and painting to do and get system online.
- Light switches arching, switches all replaced on pre-clinic lab- **Resolved.**

#### 4. Workplace Hazards & Incidents

- Be on lookout for potential electrical problems or unfinished work from aircon upgrade when complete, email Dale if any issues.
- Smoke detectors still taped in some rooms from aircon upgrade- Dale will speak to aircon team.
- NE stairwell, Rubbish on floors not being cleaned, FM assist has been contacted. Oyster and exit lights out- **resolved**
- Emergency corridor near room 2.028 filled with furniture and rubbish-Dale arranged removal- **Resolved.**
- RCD out in room 2.015. Lance clarified FM Assist is responsible to test RCD's.

#### 5. WHS Co-ordinator Report – Correspondence

- HSE Co-ordinator report July/August – for tabling. Mostly updates for training.
- Taskforce Inspections – correspondence in/out. Still going ahead, Lance will arrange when ready/ when aircon upgrade is complete.
- Audit- Not yet finalised, will consult with SOVS when ready. Self-audit may need to be done, Dale to check.

#### 6. WHS Training

- (BBC) and (KW) Level 3 WHS Consultation course- To complete. KW will enrol in warden training
- (BBC) Warden Training –OMB- Completed
- (JL) Deputy warden training
- (AV) WHS Consultation + Warden- Completed- contact Marnie
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- **Supervisor Training – Update- Issues with co-ordinating, person responsible on maternity leave. Dale will give list on participants and Lance will co-ordinate.**

## 7. SafeSys Update

- **SafeSys having some performance issues with slowdowns and capacity, solution will be implemented soon- hopefully will improve.**

## 8. ECO Update

- *RMB – conducted Friday 16<sup>th</sup> September 09:30-*
- **Issues with glass doors of clinic being propped open with umbrella stand. Investigate other ways to lock open if need be. Will need to make sure they closed during drill.**
- **OMB – (BBC) – scheduled Wednesday 21<sup>st</sup> September 10:30am**

## 9. Other Business

- **Ergonomics –Checklists to be done for new desk and workstations in office, Kay to organise.**
- **Staff and space- Need to be aware of new space for SOVS requiring new WSI's', test and tag, workstation checklists etc**
- **RCD testing schedule (AS/NZS 3760:2010 : HS418 216/00370)**
- **WHS Committee members, Katherine Wong on leave, need to discuss if she will continue in committee. Praveen no longer Post grad rep.**

## 10. Business Without Notice – Future Meeting

**Next meeting will be in December, Dale to notify.**