


<p>HS635</p> <p>Level 3 HS Committee Meeting Minutes</p> <p>OWHS- 004A-021</p>	
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FACULTY of SCIENCE
SCHOOL of OPTOMETRY and VISION SCIENCE

Date	29th November 2016	
Time	14:00 – 15:00	
Place	Level 3; RMB North – Room 3.001	
Agenda Distribution	<p>Dale W. Larden (DL) – Chair</p> <p>Fiona Stapleton (FS) – HoS</p> <p>Kathleen G. Watt (KGW) – Management Rep (Level 1)</p> <p>Kay Dulhunty (KD) – Management Rep (Level 3)</p> <p>Paul Zynnik (PZ) – Elected Rep – (Level 2)</p> <p>Katherine Wong (KW) – Elected Rep (Level 1/3)</p> <p>Ajay Vijay (AV) – Elected Rep (Level 2 – Laboratories)</p> <p>Brian Cheng (BC) – Elected Rep (OMB)</p> <p>Emma Gibson (EG) – Postgrad/Student Rep</p> <p>Lance Islip (LI) – Faculty HSE Coordinator</p>	
1. Welcome and Apologies	<ul style="list-style-type: none"> • PRESENT : DL, FS, KGW, KD, AV, BC, RP LI, • ABSENT: EG- Rajini Peguda (RP) representing 	Chairperson
2. Minutes (SOVS-OHS-004-B-020) from previous meeting held:	<p>20th September 2016; 1400-1500- Adopted</p>	Chairperson

<p>3. Action items and matters arising from the previous meeting</p> <p>3.1 Ajay to Contact Marnie RE Warden Training Record -Training record obtained and emailed to Dale</p> <p>3.2 Kathleen Watt to enroll in WHS Consultation Course -Training completed. Awaiting certificate</p> <p>3.3 Kathleen Watt to enroll in Warden Course -To enroll in near future (2017)</p> <p>3.4 Brian Cheng to enroll in WHS Consultation Course -Completed</p> <p>3.5 Smoke detectors require un-taping by aircon contractors -Completed by Wormald</p> <p>3.6 Supervisor Training to be conducted informally in-lieu of UNSW training being made available Dale to liaise with Lance to potentially arrange group Supervisor training in Feb 2017 *Ajay still unable to enroll in WHS Consultation course, will email Lance directly in regards to course availability.</p>	<p>(AV)</p> <p>(KW)</p> <p>(KW)</p> <p>(BC)</p> <p>(DL)</p> <p>(LI) (DL)</p>
<p>4. Communication In and Out</p> <p>4.1 October Health and Safety Newsletter Presented</p>	<p>Chairperson or Secretary</p>
<p>5. Review of Hazards & Incidents Reported</p> <p>5.1 Issue # 16603 (ergonomics)- Postgraduate supplied with ergonomic vertical mouse to assist with wrist issues.</p> <p>5.2 Issue # 16605 (ergonomics)- Split keyboards issued.</p>	<p>Update from each workgroup representative</p>

<p>5.3 Issue # 16606 (ergonomics)- Ergonomic Foot rests issued.</p> <p>Dale will follow up with Anne in regards to above mentioned issues to see if resolved.</p> <p>5.4 Clinic Security Incident (14/11/16)</p> <ul style="list-style-type: none"> - Security called to assist removing angry patient from clinic + theft- Pending further discussion on both once resolution reached. 	
<p>6. Workplace Inspections</p> <p>6.1 Progress on completion of School/Unit Workplace Inspections New Calendar Reminder System</p> <ul style="list-style-type: none"> - Ongoing as always- Some due from clinic again. Dale has created a calendar from which he will send email reminders to managers as WHS inspections are due. <p><i>Issue#: 16733 (Inspection 305)- Test and Tag issue - resolved</i></p> <p><i>Issue#:16732 (Inspection 304)- Test and Tag issue- resolved</i></p> <p>6.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> -Continual and ongoing- Risk assessment has been completed for desktop computers in a non-hostile environment, it is determined that desktop pc's in such areas no longer need regular tagging if not moved, visual yearly WHS inspection still applies. 	<p>Update from each workgroup representative</p>

<p>6.3 Progress on completion of Inspection, testing and monitoring schedule.</p> <p>-Autoclaves and fume hood inspected by FM Assist.</p> <p>-Biological safety cabinet still decommissioned awaiting production of suitable table.</p> <p>-PC1/2 status of lab a subject for further discussion.</p> <p>-Lab emergency shower flow rate has been tested recently- Ok</p>	
<p>7. WHS Training Update</p> <p>7.1 -Progress on new workers who have completed mandatory WHS training.</p> <p>-Training matrix has been developed and will put on J drive along with training list from Lance.</p> <p>7.2 Progress on completion of "Supervisor's training"</p> <p>-Individuals to complete. Any problems enrolling in training email Marnie or Lance.</p> <p>7.3 Any other training needs</p>	<p>Update from each workgroup representative</p>

<p>8. Progress on completion of online Self Audit Tool (SAT)</p> <p>8.1 Review schedule for completion of online SAT tool by schools/units - completed 27/04/2016. –</p> <p>-Fine other than training for supervisors previously discussed. Dale will complete again in Feb.</p>	Update Chairperson
<p>9. First aid, Emergency and Security Arrangements</p> <p>Review availability of First Aid Officers and Fire Wardens in all work areas.</p> <p>-Nicola suggested to complete First Aid Training.</p> <p>-Fiona Anderson to complete training again.</p>	Update from each workgroup representative
<p>10. Changes to Workplace</p> <p>10.1 Aircon Update (DL)</p> <p>- Essentially finished on our side of building(North Wing)- Not yet finalised- mid December</p> <p>10.2 New Workstations in School Office (KD)</p> <p>-Workstation checklists still need completing. Dale to email Kay names.</p>	Update from each workgroup representative Management Rep
<p>11. Environmental matters</p> <p>None to Report</p>	
<p>12. New business/Business without notice</p> <p>- School Questionnaire. Dale to complete.</p>	All

<p>12.1 External Audit Report</p> <p>- Audit to be determined. Lance has sent through the suggested dates through.</p>	
<p>13. Next meeting and future dates for the year</p> <p>-Sometime around Feb 2017- To be determined. Team will be notified.</p>	Chairperson
<p>14. Close of Meeting</p>	Chairperson

Office Bearers:

Dale W. Larden

Committee Chairperson (x54623)

Related document: HS337 HS Consultation Procedure