

HS635

Level 3 HS Committee Minutes

OWHS- 004M-038



UNSW  
AUSTRALIA

FACULTY of Medicine and Health  
SCHOOL of OPTOMETRY and VISION SCIENCE

<b>Date</b>	17 <sup>th</sup> August 2021
<b>Time</b>	13:15 – 14:00
<b>Place</b>	TEAMS
<b>Agenda Distribution</b>	Dale W. Larden ( <b>DWL</b> ) – Chair Lisa Keay ( <b>LK</b> ) – HoS Kathleen G. Watt ( <b>KGW</b> ) – Management Rep (Level 1) Katherine Wong – Professional Rep (Level 3) Tracy Kane ( <b>TK</b> ) – Management Rep (Level 1) Nicola Kapo ( <b>NK</b> ) – Professional Rep (Level 3) Paul Zytник ( <b>PZ</b> ) – Elected Rep – (Level 2) - Secretary Ajay Vijay ( <b>AV</b> ) – Elected Rep (Level 2 – Laboratories) Brian Cheng ( <b>BBC</b> ) – Elected Rep (OMB) Tracey Clay ( <b>TC</b> ) – Faculty Rep Hari Peguda – ( <b>HP</b> ) (HDR Rep)
<b>Preparation Notes</b>	<ul style="list-style-type: none"><li>• Minutes to previous meeting (OWHS-004M-037) – held 26/03/2021</li></ul>
<b>Tabled Material</b>	<b>TM_01:</b> OWHS-004M-037 (26-03-2021)_minutes_Draft <b>TM_02:</b> Medicine & Health Level 3 committee report May 2021 <b>TM_03:</b> MED Training Report_June 2021 <b>TM_04:</b> Code-of-Practice_Managing-psychosocial-hazards <b>TM_05:</b> Workplace_online_abuse_employers <b>TM_06:</b> Workplace_online_abuse_workers <b>TM_07:</b> SafeSys Data_Optometry & Vision Science July 2021 <b>TM_08:</b> Lab_Spot Check Report1944932021-Jun-23-093035

Agenda Item	Report from
<p><b>1. Acknowledgement of Country</b></p> <p><i>We respectfully acknowledge the traditional custodians of the land on which this meeting is conducted. We respectfully acknowledge elders past and present.</i></p> <p><b>2. Welcome and apologies</b></p> <p><b>Present:</b> DWL, LK, TK, NK, PZ, AV, BBC, TC</p> <p><b>Absent:</b> KGW, HP</p>	Chairperson
<p><b>3. Approval of Minutes:</b></p> <p>OWHS-004M-037 (26/03/2021)</p> <p><b>-Approved</b></p>	Chairperson
<p><b>4. Action items and matters arising from the previous meeting</b></p> <p>4.1 <u>Warden Training:</u></p> <p><b>Warden Zones Now in Operation:</b></p> <p><b>Precinct 3; Group 3 :</b> (K17; J17; M15)</p> <p>(Ainsworth, Willis Annexe, Computer Science &amp; Rupert Myers),</p> <p><b>-UNSW is now divided into precincts and groups. Chief Warden/ Deputy wardens in Rupert Myers and above mentioned buildings will now assist in emergency situations across all buildings in the same zone if required.</b></p> <p>4.2 <u>Project Salus Update</u></p> <p><b>WHS Monitor now live.</b></p> <p><i>All hazards; incidents; WSI should be entered in WHSM</i></p> <p><a href="https://www.riskmanagement.unsw.edu.au/work-health-and-safety">https://www.riskmanagement.unsw.edu.au/work-health-and-safety</a></p> <p><b>SafeSYS RMF scheduled to move across end of September</b></p> <p><b>TM_07</b> (SOVS SafeSYS forms)</p> <p><b>-Outstanding Safesys docs are currently in the process of being approved ready for move.</b></p>	<p>(DWL)</p> <p>(DWL/TC)</p> <p>(DWL)</p>

<p>4.3 <u>COVID 19</u></p> <p><b>Work from Home Restrictions Still Apply.</b></p> <p><b>Written approval from faculty required.</b></p> <p><b>-Best Communication process for approval will be confirmed with Vlado.</b></p> <p><b>Monitor NSW Health Communiques.</b></p> <p>4.4 <u>First Aid Officers in ORLAB</u></p> <p><b>BCC looking for new recruit- Ongoing.</b></p> <p><b>-Brian has checked with old main First aid team and they are happy to assist with Orlab first aid if required. No other recruit necessary at this stage.</b></p> <p><b>-Closed.</b></p> <p>4.5 <u>Mental Health First Responder Training</u></p> <p><i>Currently Trained:</i>  <b>Dale Larden</b>  <b>Katariina Pakarinen</b>  <b>Maria Markoulli</b>  <b>Michelle Bonanno</b></p> <p><i>Training now available online</i></p> <p>4.6 <u>HSECCO</u></p> <p>Committee Consultation Training – all committee members  <b>HSECCO-HSE Consultation Course via MOODLE.</b></p> <p><b>-Tracy C will send report to Dale to confirm numbers completed</b></p>	<p>(DWL)</p> <p>(BBC)</p> <p>(DWL)</p> <p>(DWL)</p> <p>(TC)</p>
<p><b>5 Communication In and Out</b></p> <p><b><u>IN</u></b></p> <p>5.1. <i>TM_02_Medicine &amp; Health Level 3 committee report May 2021</i></p>	<p>Chairperson or Secretary</p>

<p>5.2. <i>TM_03_MED Training Report June 2021</i></p> <p>5.3. <i>TM_04_Code of Practice (Managing Psychological Hazards)</i></p> <p>5.4. <i>TM_05_06_Workplace Online Abuse (Employers/Workers)</i></p> <p>5.5. <i>TM_07_SOVS SafeSYS Documents – pending Tx to WHS Monitor</i>  <i>- Ajay, Dale and Lisa Nivison Smith currently working on this.</i></p> <p>5.6. <i>TM_08_Lab Spot-Check Report</i>  <i>-Tracy reported minor issues reported at the time, Ajay has resolved and closed most issues off. Some still in process as Ajay can't currently log on from home.</i></p> <p>5.7. Bio-Safety Cabinet Safety Alert  <a href="https://safety.unsw.edu.au/node/128/">https://safety.unsw.edu.au/node/128/</a></p>	
<p><b>6 Review of Hazards &amp; Incidents Report</b></p> <p>6.1 Issue #27386 (Hzd – Build.Dmg.) – Handrail – <b>IP</b>  Transferred to WHS Monitor (<b>HAZ-96</b>)</p> <p>6.2 Issue #27878 (Hzd – STF) – Lighting – <b>CLS</b></p> <p>6.3 Issue #27882 (WSI – Elec) -Lighting Fallen – <b>CLS</b></p> <p>6.4 Issue #27883 (WSI – Other) – Saline Eye Wash Exp. – <b>CLS</b></p> <p>6.5 <b>HAZ-66</b> (Hzd – Equipment) – Safety Mirror – <b>IP</b>  - <b>To be checked by Dale upto return to site.</b></p> <p>6.6 <b>HAZ-67</b> (Hzd – Equipment – Lighting) - <b>CLS</b></p>	<p>Update from each workgroup representative</p>

<p><b>7 Workplace Inspections</b></p> <p>7.1 <u>Progress on completion of School/Unit Workplace Inspections</u></p> <ul style="list-style-type: none"> <li>• <i>Email correspondence to Staff Requesting that these now be completed. (Sent: 18/03/2021)</i></li> <li>• <i>Progressing – currently on hold</i></li> </ul> <p><i>Now conducted through WHS monitor, Dale will send email to all staff to request them to do a workplace Safety inspection when they return to site, can be done online.</i></p> <p><i>Tracy has offered to run a session on new online inspection module when we return to site.</i></p> <p>7.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> <li>▪ <i>Entire Building Reviewed and tested as required by STOWE PC</i></li> <li>▪ <i>PAT Unit Calibrated until November 2022</i></li> </ul> <p><b>-To be reviewed on return.</b></p>	<p>Update from each workgroup representative</p>

<p><b>8 WHS Training Update</b></p> <p>8.1 <u>Progress on new workers who have completed mandatory WHS training</u></p> <ul style="list-style-type: none"> <li>• <i>Last report (June (TM_05) – 100% Complete</i></li> </ul> <p>8.2 <u>Any other training needs</u></p> <ul style="list-style-type: none"> <li>• <i>HS Consultation Training (HSECCO) – (All Committee Members)</i></li> <li>• <i>Lab Supervisor Training (Virtual : Face to Face)</i></li> <li>• <i>Supervisor Training (Online) (HSEOSO)</i> <i>(3 SOVS Staff – incomplete)</i>  <i>Email Sent to Relevant Staff from LK</i></li> <li>• <i>Warden Training online (EMFW2020)</i></li> <li>• <i>Mandatory HSE Training – Current Staff</i>  <i>(7 SOVS Staff – 1 or more incomplete)</i> <i>(2 SOVS Staff -1 or more not enrolled)</i>  <i>Email Sent to Relevant Staff from LK</i></li> </ul> <p><b>Some staff showing incomplete training need to be reviewed, possible software problems. Will be reviewed when new report comes.</b></p> <p><b>Tracy C, will have next training report to us in the next week and half approx</b></p>	
<p><b>9 First aid, Emergency and Security Arrangements</b></p> <p>9.1 Review availability of First Aid Officers and Fire Wardens in all work areas:</p> <ul style="list-style-type: none"> <li>• <i>Building currently on lockdown – all staff working from home unless exemption granted</i></li> </ul>	<p>Update from each workgroup representative</p>

<p><b>10 Changes to Workplace</b></p> <ul style="list-style-type: none"> <li>• Nil to report</li> </ul> <p>- Some painting being done on building at the moment, Dale will circulate email to any who may be on site.</p>	<p>Update from each workgroup representative</p>
<p><b>11 Environmental matters</b></p> <ul style="list-style-type: none"> <li>• Nil to report</li> </ul>	
<p><b>12 New business/Business without notice</b></p> <p>12.1. <u>Student Vaccination</u></p> <p><b>Clinical Stage Student Vaccination Rates (13.08.21):</b></p> <p><b>Stage 4:</b> 32% 1 Dose ; 48% 2 Doses ; 21% Booked</p> <p><b>Stage 5:</b> 57% 1 Dose; 40% 2 Doses ; 3% Booked</p> <p>- Dale reported vast majority should be done by end of September</p> <p><b>Special Thanks to UNSW Health Service and <u>Hannan Awada</u> for facilitating appointments for our students</b></p> <p>12.2. <u>Staff Vaccination Requirements</u></p> <p>- Talks are currently being had with recovery team, no answers right at this moment regarding vacs in workplace.</p> <p>12.3 <u>Return to Work Strategies</u></p> <p>12.4. Employee Assistance Program</p> <p><a href="https://www.wellbeing.unsw.edu.au/eap-benestar">https://www.wellbeing.unsw.edu.au/eap-benestar</a></p> <p>12.5. MHFA</p> <p><b>Dale Larden Katariina Pakarinen Maria Markoulli Michelle Bonanno</b></p>	<p>(DWL)</p> <p>(TC)</p> <p>(TC)</p>

<p><b>13 Next meeting and future dates for the year</b></p> <ul style="list-style-type: none"> <li>• Friday 29/10/2021 (1300 – 1345)</li> <li>• Friday 03/12/2021 (1300 – 1345)</li> </ul>	Chairperson
<p><b>14 Close of Meeting</b></p> <p><b>17/ 08/ 2021 2:00PM</b></p>	Chairperson

Office Bearers:



**Dr Dale W. Larden**  
*Committee Chairperson (x54623)*