

HS635

Level 3 HS Committee Minutes

OWHS- 004M-037



UNSW
AUSTRALIA

FACULTY of Medicine and Health
SCHOOL of OPTOMETRY and VISION SCIENCE

Date	26th March 2021
Time	13:00 – 13:45
Place	TEAMS
Agenda Distribution	Dale W. Larden (DWL) – Chair Lisa Keay (LK) – HoS Kathleen G. Watt (KGW) – Management Rep (Level 1) Tracy Kane (TK) – Management Rep (Level 1) Nicola Kapo (NK) – Professional Rep (Level 3) Paul Zytnik (PZ) – Elected Rep – (Level 2) - Secretary Ajay Vijay (AV) – Elected Rep (Level 2 – Laboratories) Brian Cheng (BBC) – Elected Rep (OMB) Tracey Clay (TC) – Faculty Rep Hari Peguda – (HP) (HDR Rep) Michelle Bonanno (MB) Guest
Preparation Notes	<ul style="list-style-type: none">• Minutes to previous meeting (OWHS-004M-036) – held 27/11/2021
Tabled Material	TM_01: OWHS-004M-036 (27-11-2020)_minutes_Draft TM_02: Medicine & Health Level 3 committee report January 2021 TM_03: MED Training Report TM_04: School of Optometry & Vision Science WHS report February 2021 TM_05: Risk Register for SOVS_2021_Version 1.0 (3.3.21) TM_06: SCI-OPTOM-RMF-20380 TM_07: Ahpra-COVID-19-vaccination-position-statement TM_07A: OA.Special Announcement TM_08: SCI-OPTOM-RMF-20274 TM_09: Blue Recycle Bin TM_10: Ceasing use of all hydrothermal autoclave vessels TM_11: Mandatory Health and Safety Training TM_12: Health and Safety Status - School of Optometry and Vision Science TM_13: Supervisor Training TM_14: WorkPlace Safety Inspection

Agenda Item	Report from
<p>1. Acknowledgement of Country</p> <p><i>We respectfully acknowledge the Bedegal People who are the traditional custodians of the land on which this meeting is conducted. We respectfully acknowledge elders past and present.</i></p> <p>2. Welcome and apologies</p> <p>Present: DWL, LK, KGW, TK, NK, PZ, AV, BBC, TC, HP, MB</p> <p>Absent:</p>	<p>Chairperson</p>
<p>3. Approval of Minutes – Tabled Material:</p> <p>OWHS-004M-036 (27/11/2020)</p> <p>-Accepted</p>	<p>Chairperson</p>

<p>4. Action items and matters arising from the previous meeting</p> <p>4.1 <u>HS049 update-</u> Currently being reviewed, will likely go into project Salus first release along with inspection form.</p> <p>4.2 <u>Warden Training :</u> <i>TK potentially doing warden/chief warden training</i> <i>TK will attend Warden meeting/ training with Dale on Tue 30/03/21</i></p> <p>4.3 <u>Project Salus Update</u> Release slightly pushed back due to recent H&S incident, likely now will be May, official Coms will be released to Deans.</p> <p>4.4 <u>COVID 19</u> Hold over to discuss in New Business.</p> <p>4.5 <u>Student Lockers</u> <i>TM_08_SCI-OPTOM-RMF-20274</i> <i>Consolidated and removed 30 lockers to create more hallway space, created risk management form for students. Form is in safe sys, students will need to declare as read before getting a locker.</i></p> <p>4.6 <u>First Aid Officers in ORLAB</u> BCC looking for new recruit- Ongoing.</p> <p>4.7 <u>Mental Health First Responder Training</u> UNSW still not providing- Potentially organize private training on site if interest is there. TK mentioned Black dog online training. Dale to look into and follow up.</p> <p>4.8 <u>HSEC0002</u> Committee Consultation Training (Report and Availability)- HSECC0- All Committee members need to do this course.</p>	<p>(TC)</p> <p>(DWL)</p> <p>(TC)</p> <p>(ALL)</p> <p>(DWL)</p> <p>(BBC)</p> <p>(DWL)</p> <p>(TC)</p>
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<p>5 Communication In and Out</p> <p><u>IN</u></p> <p>5.1. <i>TM_02_Medicine & Health Level 3 committee report January 2021</i></p> <p>5.2. <i>TM_03_MED Training Report</i></p> <p>5.3. <i>TM_04_SOVS_WHS Report Training</i></p> <p>5.4. <i>TM_10_Ceasing use of all hydrothermal autoclave vessels</i></p>	<p>Chairperson or Secretary</p>

OUT

5.5. *TM_09_Blue Recycle Bin*

Bin not being used correctly, rubbish piling up. Dale has sent communication to re – educate users of the bin

5.6. *TM_11_Health and Safety Status - SOVS*

Communications sent

5.7. *TM_12_Mandatory Health and Safety Training*

Communications sent

5.8. *TM_13_Supervisor Training*

Communications sent

5.9. *TM_14_WorkPlace Safety Inspection*

Communications sent

6 Review of Hazards & Incidents Report

6.1. Issue #27110 (Hzd – STF) – Carpet – **CLS** (*Carpet Replaced*)

6.2 Issue #27222 (Incident) – Fainting Px– **CLS** (*No further action required*)

6.3 Issue #27294 (Hzd – P/E) – Unsecured Gas Bottle – **CLS** (*relevant Staff counselled*)

6.4 Issue #27295 (Hzd – F/E) – Unsafe use of bunsen – **CLS** (*Bunsens moved*)

6.5 Issue #27363 (Hzd – STF) – Lighting – **CLS** (*Repaired*)

6.6 Issue #27385 (Hzd – STF) – DtS – Lifted Mat – **CLS** (*Repaired*)

6.7 Issue #27385 (Hzd – STF) – DtS – Lifted Mat – **CLS** (*Repaired*)

6.8 Issue #27386 (Hzd – Build.Dmg.) – Handrail – **IP**

Update from each workgroup representative

<p>6.9 Issue #27613 (Incident) – IT Phishing – CANCELLED</p> <p>6.10 Issue #27686 (Hzd – Build.Dmg.) – Fire Door Sticking – CLS (Repaired)</p> <p>6.11 Issue #27763 (Hzd – STF) – Lighting – CLS (Repaired)</p> <p>6.12 Issue #27864 (Hzd – STF) – Lighting – CLS (Repaired)</p> <p>6.13 Issue #27878 (Hzd – STF) – Lighting – IP</p> <p>6.14 Issue #27879 (Hzd – HK) – Incorr. Storage CLS – (Removed- Staff Notified)</p> <p>6.15 Issue #27882 (WSI – Elec) -Lighting Fallen – IP</p> <p>6.16 Issue #27883 (WSI – Other) – Saline Eye Wash Exp. – IP</p> <p>6.17 Issue #27884 (WSI – HK) – Safety Sign Fallen – CLS – (Sign Replaced)</p>	
<p>7 Workplace Inspections</p> <p>7.1 <u>Progress on completion of School/Unit Workplace Inspections</u></p> <ul style="list-style-type: none"> • <i>Due Now for Majority of workplaces</i> • <i>Email correspondence to Staff Requesting that these now be completed. (TM_14_Workplace Safety Inspections)</i> • <i>Committee Task force to complete common areas and unstaffed areas</i> <p>7.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> ▪ <i>Entire Building Reviewed and tested as required by STOWE PC</i> ▪ <i>PAT Unit Calibrated until November 2022</i> 	<p>Update from each workgroup representative</p>

<p>8 WHS Training Update</p> <p>8.1 <u>Progress on new workers who have completed mandatory WHS training</u></p> <ul style="list-style-type: none"> • Last report (24.02.21) (TM_04) – 100% Complete (LF – completed since) <i>General Staff training sitting at 70-80% possibly due to not registering on Moodle correctly. Anyone with issue take screenshot of completed training and send to Emma.</i> <p>8.2 <u>Any other training needs</u></p> <ul style="list-style-type: none"> • HS Consultation Training (HSECCO) – (All Committee Members) • Lab Supervisor Training (Virtual : Face to Face) • Supervisor Training (Online) (HSEOSO) (3 SOVS Staff – incomplete) (8 SOVS Staff – not enrolled) <i>Email Sent to Relevant Staff 18/03/2021 (TM_13)</i> • Warden Training online (EMFW2020) • Mandatory HSE Training – Current Staff (9 SOVS Staff – 1 or more incomplete) (2 SOVS Staff -1 or more not enrolled) (5 CFEH Staff – 1 incomplete) <i>Email Sent to Relevant Staff 19/03/2021 (TM_13)</i> 	
<p>9 First aid, Emergency and Security Arrangements</p> <p>9.1 Review availability of First Aid Officers and Fire Wardens in all work areas:</p> <ul style="list-style-type: none"> • Alex Hui – Warden Level 3 East • Staff presence now higher, though still hybrid model 	<p>Update from each workgroup representative</p>
<p>10 Changes to Workplace</p> <ul style="list-style-type: none"> • Nil to report 	<p>Update from each workgroup representative</p>

<p>11 Environmental matters</p> <ul style="list-style-type: none"> Remind estate management to clean Optom clinic office area gutters of leaves on regular basis or when a big rain weather event is expected to prevent future office leaks. 	
<p>12 New business/Business without notice</p> <p>12.1. <u>External Placements – Rural + Interstate</u> TM_06_SCI-OPTOM-RMF-20380</p> <p>12.2. <u>Staff - Student Vaccination</u> TM_07: Ahpra-COVID-19-vaccination-position-statement TM_07A: OA.Special Announcement</p> <p>12.3. <u>Risk Register</u> TM_05_Risk Register for SOVS_2021_Version 1.0</p>	(DWL)
<p>13 Next meeting and future dates for the year</p> <ul style="list-style-type: none"> Friday 30/07/2021 (1300 – 1345) Friday 29/10/2021 (1300 – 1345) Friday 03/12/2021 (1300 – 1345) 	Chairperson
<p>14 Close of Meeting</p> <p>14:04 26/03/21</p>	Chairperson

Office Bearers:



Dr Dale W. Larden

Committee Chairperson (x54623)