

HS635

Level 3 HS Committee Minutes

OWHS- 004M-036



UNSW
AUSTRALIA

FACULTY of SCIENCE
SCHOOL of OPTOMETRY and VISION SCIENCE

Date	27th November 2020
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) Kay Dulhunty (KD) – Management Rep (Level 3) 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) Theresa McDonnell (Kahwati) (TM) – Faculty Rep Hari Peguda (HDR Rep)
Preparation Notes	<ul style="list-style-type: none">• Minutes to previous meeting (OWHS-004M-035) – held 17/09/2020
Tabled Material	TM_01: HSE Newsletter October 2020 TM_02: HSE Newsletter November 2020 TM_03: Streamlining R2P Process Communique TM_04: Lab Supplies R2P Coms TM_05: Lab Supplies Purchasing Process TM_06: Emergency Plus App Update Communique TM_07: SCIENCE Training Report (October) TM_08: SCIENCE Training Report Optometry TM_09: OWHS-004A-035 TM_10: STOWE PAT Records

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: LK, TK, NK, PZ, AV, BBC, TM, HP</p> <p>Absent: KD, KGW</p>	<p>Chairperson</p>
<p>3. Approval of Minutes – Tabled Material:</p> <p>OWHS-004M-035 (17/09/2020)</p> <p>- Approved and accepted.</p>	<p>Chairperson</p>

<p>4. Action items and matters arising from the previous meeting</p> <p>4.1 HS049 update</p> <p><i>Ongoing- Still not finalized new form will be introduced next year.</i></p> <p>4.2 Warden Training :</p> <p>Additional FW training completed</p> <p>Colina Wadell & Natalie Xylas (Both BHVI) – now DCW</p> <p><i>Dale will Talk to TK about potentially doing warden/chief warden training</i></p> <p>4.3 PAT Unit Calibration</p> <p>Completed</p> <p>4.4 Project Salus Update</p> <p>Ongoing- Still</p> <p>4.5 COVID 19</p> <p><i>Ongoing- New government announcements to ease restrictions early December expected.</i></p>	<p>(TM)</p> <p>(DWL)</p> <p>(DWL)</p> <p>(TK)</p> <p>(ALL)</p>
<p>5 Communication In and Out</p> <p>5.1. Training Statistics (TMK) (15.10.2020)- Tracking well, Still issues with supervisor training. Will hold over since moving to medicine soon. Revisit next year</p> <p>5.2. PAT Report – Stowe has tagged everything as part of cladding remediation.</p>	<p>Chairperson or Secretary</p>

<p>6 Review of Hazards & Incidents Report</p> <p>6.1 Issue #25366 (Hazard – Building) – Blind Spots – in progress</p> <p>6.2 Issue #25367 (Hzd – Building) – Blind Spots – Car Park – in progress</p> <p>6.3 Issue #27093 (Hzd – Building) – Ceiling Tiles - closed</p> <p>6.4 Issue #27094 (Incident) – in progress</p> <p>6.5 Issue #26142 (Hzd – STF) – Lighting – closed</p> <p>Re: Issue #27094, Dale raised issue of lack of Mental Health officers on site at this time and potential for more needed. Dale will take course himself and will speak to Tracy, Michelle Madigan and Kat on clinic reception to see if they have interest in also attending Mental health training in an aim to have more officers on site all of the time.</p>	<p>Update from each workgroup representative</p>
<p>7 Workplace Inspections</p> <p>7.1 Progress on completion of School/Unit Workplace Inspections <i>Due November/December/January 2020 – No one on site, priority switched to high risk areas</i></p> <ul style="list-style-type: none"> • High Risk Areas such as PC2 labs to be focussed on <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 2021</i> 	<p>Update from each workgroup representative</p>

<p>8 WHS Training Update</p> <p>8.1 Progress on new workers who have completed mandatory WHS training</p> <ul style="list-style-type: none"> • Last report (12.10.20) Good 100% for new employees. <p>8.2 Any other training needs</p> <ul style="list-style-type: none"> • HS Consultation Training (HSEC0002) TK will run report to see who has and hasn't done. TM has also also assist in enrolling anyone. • Supervisor Training (Online) vs (Face to Face) • Warden Training online (EMFW2020) - annual 	<p>(TM)</p> <p>(DWL)</p>
<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"> • Advanced Fire Training Scheduled (22/10/2020) -completed • Most ECO Team are off-site: BHVI; CFEH; SOVS ECO team on-site • Tracy Kane to be inducted as Warden • Warden coverage on level 3 to be reviewed in January- Due to workplace changes we have lost some. 	<p>Update from each workgroup representative</p>
<p>10 Changes to Workplace</p> <ul style="list-style-type: none"> • Cladding Replacement – closure of Northern Entrance • Moving to Medicine in 2021 	<p>Update from each workgroup representative</p>
<p>11 Environmental matters</p> <ul style="list-style-type: none"> • Spiders in HDR_1- Dale has raised in Archibus • Mosquitoes- Bothering sleep over studies. Has been addressed. 	

<p>12 New business/Business without notice</p> <p>12.1 COVID 19</p> <p>12.2 Student Lockers- Lockers In hallway causing problem with egress, exit path too narrow, TM will arrange to inspect with Dale and check BCA. Tracy may be able to accommodate storage / lockers in clinic room for students to store equipment on the day.</p> <p>-Ajay mentioned incident of Bunsen burner placed under power point in PC2 Lab causing it to melt it. Teresa will review and inspect with Dale.</p> <p>-Ajay also mentioned unsecured gas bottle left in lab by someone. Teresa will also catch up with Ajay and Dale regarding this.</p> <p>- Brian (BBC) mentioned lack first aid officer present around Orlab with Mohammad away and in office less due to covid. Will look to identify additional staff to train in area.</p>	(DWL)
<p>13 Next meeting and future dates for the year</p> <p>TBC</p>	Chairperson
<p>14 Close of Meeting</p> <p>13:40pm</p>	Chairperson

Office Bearers:



Dr Dale W. Larden

Committee Chairperson (x54623)