# Level 3 HS Committee Minutes

**Date:** 17th September 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)  
- 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

## Preparation Notes

- Minutes to previous meeting (OWHS-004M-034) – held 15/05/2020

## Tabled Material

- **TM_01:** HSE Newsletter September 2020  
- **TM_02:** Safe Return to Campus FAQs (COVID-19) Link  
- **TM_03:** Protecting our Mental Health Webinar (UNSW) Link  
- **TM_04:** EAP (Benestar) Link  
- **TM_05:** Amber Alert Poster  
- **TM_06:** New or Refurbished Lab Checklist (Draft)  
- **TM_07:** UNSW M15 Cladding L2 Staging  
- **TM_08:** SCI Training Report  
- **TM_09:** Supervisor Training (200513 OPT V&S)

  - All uploaded to Teams File section
### Agenda Item

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<tr>
<td><strong>1. Acknowledgement of Country</strong></td>
<td>Chairperson</td>
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<td></td>
<td>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.</td>
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<td><strong>2. Welcome and apologies</strong></td>
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<td></td>
<td>Present: DWL, LK, KD, PZ, AV, BBC, TM, (Hari- New postgrad Rep)</td>
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<td>Absent: KGW, TK.</td>
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<td><strong>3. Approval of Minutes – Tabled Material:</strong></td>
<td>Chairperson</td>
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<td>OWHS-004M-034 (15/05/2020)</td>
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<td>- Previous minutes approved.</td>
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4. **Action items and matters arising from the previous meeting**

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<td><strong>4.1</strong> HS049 update - <strong>Still Pending</strong></td>
<td>(TM)</td>
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| **4.2** Warden Training  
  – Additional face to face fire training next week due to flammable cladding on Rupert Myers. Dale has emailed relevant ECO team members invite. | (DWL) |
| **4.3** PAT Unit Calibration  
  -Due in October | (DWL) |
| **4.4** Project Salus Update  
  -Still aiming for Q1 2021 | (TM) |
| **4.5** COVID 19  
  -More students returning for face to face Optom classes.  
  -New risk management form has been created for Preclinic and Computer lab teaching spaces due to student numbers increasing.  
  -Approval has also been given to increase numbers in post graduate rooms. Postgrads in these rooms must wear masks.  
  -Hand sanitizer provided by facilities not always being filled. Empty over at computer lab. Dale will check with Estate management Muhammad regarding this. | (ALL) |

5. **Communication In and Out**

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<td><strong>5.1.</strong> Training Statistics (TK) (05.06.2020)</td>
<td>Chairperson or Secretary</td>
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## 6 Review of Hazards & Incidents Report

6.1 Issue #25357 (Incident – Building) – Water leak – **closed**

6.2 Issue #25366 (Hazard – Building) – Blind Spots – **in progress**

- **Teressa will look at carpark issue with Dale offline**

6.3 Issue #25367 (Hzd – Building) – Blind Spots – Car Park – **in progress**

- **- Teressa will look with Dale offline**

6.4 Issue #25985 (Hzd – STF) – Lighting - **closed**

6.5 Issue #25986 (Hzd – STF) – Damaged Surface (OMB) - **closed**

6.6 Issue #26142 (Hzd – STF) – Lighting - **closed**

6.7 Issue #26252 (Hzd – STF) – Lighting – **closed**

6.8 Issue #26641 (Hzd – STF) – Lighting – **closed**

6.9 Issue #26454 (Incident – STF) – **closed**

- **- RSI issues with staff member working at home on laptop. Desktop computer issued.**

6.10 Issue #26470 (Incident RSI) – **closed**

- **Student tripped stepping over Chain in clinic used to restrict access due to covid. Chain has been taken down and replaced with barriers. No serious injuries.**

Update from each workgroup representative
### 7 Workplace Inspections

**7.1 Progress on completion of School/Unit Workplace Inspections**  
*Due November/December/January 2020 –*

- Nil to report
- Possibly some offices need to be held over if majority of staff are still working from home.

**7.2 Progress on completion of Electrical testing and tagging schedule**

- Clinic Completed – PC Labs during Nov/Dec
- PAT Unit due for Calibration in October

- As part of risk assessment for cladding removable, project management has hired and external test and tag electrician to do a one off test and tag of the whole building. Dale will liaise to make sure they do not override our own tested items.

### 8 WHS Training Update

**8.1 Progress on new workers who have completed mandatory WHS training**

- Last report (18.05.20)

**8.2 Any other training needs**

- HS Consultation Training *(HSEC0002)*
- Supervisor Training (Online)
- Warden Training online *(EMFW2020)* - annual

Update from each workgroup representative
9 **First aid, Emergency and Security Arrangements**

9.1 Review availability of First Aid Officers and Fire Wardens in all work areas:

- *Advanced Fire Training Scheduled (22/10/2020)*
- *Most ECO Team are off-site: BHVI; CFEH; SOVS ECO team on-site*

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10 **Changes to Workplace**

- *Cladding Replacement*
  - *Proceeding quite well. Level 2 starts in 2 weeks. Clinic will done after hours. Exterior of building will likely take until the end of year*

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11 **Environmental matters**

- Pigeon Infestation
  - *Looking at putting more pigeon deterring devices in place whilst cladding is being replaced.*

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12 **New business/Business without notice**

12.1 COVID 19

12.2 Post-Graduate Rooms.

12.3 Undergraduate Teaching Program (RMFs: SCI-OPTOM-19451
SCI-OPTOM-19454)

- *Proceeding at almost full capacity. All students and supervisors need to reed new risk management forms. Have been placed on safesys.*

- *Teresa: lab Biological register due on October 16- Ajay to update. Teresa will liaise with Kate and Ajay.*
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<th>13 Next meeting and future dates for the year</th>
<th>Chairperson</th>
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<tr>
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<td>Friday 27th November 2020; 1300 - 1345</td>
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<td></td>
<td>14 Close of Meeting</td>
<td>Chairperson</td>
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<td>1:45pm 17-09-20</td>
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Office Bearers:

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