

HS635

Level 3 HS Committee Minutes

OWHS- 004M-030



UNSW
A U S T R A L I A

FACULTY of SCIENCE
SCHOOL of OPTOMETRY and VISION SCIENCE

Date	5th April 2019
Time	14:30 – 15:15
Place	Level 3; RMB North – Room 3.030
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 Katherine Wong (KW) – Elected Rep (Level 1/3) Ajay Vijay (AV) – Elected Rep (Level 2 – Laboratories) Brian Cheng (BBC) – Elected Rep (OMB) Revathy Mani (RM) – Postgrad/Student Rep
Preparation Notes	<ul style="list-style-type: none">• Minutes to previous meeting (OWHS-004M-029) – held 29/11/2018
Tabled Material	<ul style="list-style-type: none">• Science HS Report February 2019• HSE Co-ordinator Report March 2019• HSE News March 2019• WHS Plan 2019 – 2023 (Consultation Draft)• UNSW Training Point Proposal• Worksafe NSW Improvement Notice (7-348717)• Science WHS Contact List• Safety Activities Program – Draft

Agenda Item	Report from
<p>1. Welcome and Apologies</p> <p>2. Present: DWL, LK, KGW, KD, PZ, KW, AV</p> <p>Absent: TK, BBC, RM</p>	Chairperson
<p>3. Approval of Minutes (OWHS-004M-029) from previous meeting held: 29/11/2019</p> <p>- Approved</p>	Chairperson
<p>4. Action items and matters arising from the previous meeting</p> <p>4.1 Kath Watt completed online warden training – certificate forwarded? Kath to forward to Dale if received, will follow up.</p> <p>4.2 Replacement of epipens</p> <p>-Committee has agreed to restock and continue stocking epipens, benefits outweigh costs.</p> <p>4.3 Spider and Rodents – update</p> <p>-Spiders have come back- Pest control will be spraying again next weekend. Recommended to raise further pest issues on myunsw H&S incident report and also Archibus.</p> <p>4.4 Pedestrian crossing safety</p> <p>-Increased pedestrian activity crossing gate 14 Barker street driveway, due to light rail works and extra bus stop. Bus stop temporary. Will review.</p>	<p>(KW)</p> <p>(DWL) (LK)</p> <p>(TK)</p> <p>(KD)</p>

<p>5 Communication In and Out</p> <p>5.1 Science HS Report February 2019- Stats- Still staff on registers that should not be included. Non UNSW employees.</p> <p>5.2 HS Co-ordinator report March 2019</p> <p>5.3 Science HS Newsletter March 2019</p> <p>5.4 WHS Consultation plan – requests for comments (eMail LI)</p> <p>5.5 WHS Plan 2019 – 2023 (Consultation Draft)</p> <p>5.6 UNSW Training Point (eMail LI)</p> <p>5.7 UNSW Training Point flowchart proposal</p> <p>5.8 Science WHS Contact List</p> <p>5.9 Safework NSW Improvement Notice (7-348717)- All staff required to do compulsory online training. School following up on those who still have not completed.</p> <p>5.10 Compulsory Online Training Announcement (eMail – David Ward)</p> <p>5.11 Safety Activities Program – draft (eMail LI)</p> <p>5.12 Safety Activities Program 2019 - Draft</p>	<p>Chairperson or Secretary</p>
<p>6 Review of Hazards & Incidents Reported</p> <p>6.1 Issue #22682 (HZ – SLTF - Damage) – Closed</p> <p>-Mat outside clinic lifting – repaired 2/4/19.</p> <p>6.2 Issue #22710 (Incident -Building Defect) – In Progress</p> <p>-Injury to staff members finger on toilet door – Archibus job raised (333785) – temporarily secured area with cloth tape</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 2018/2019 –</i> <i>- Still a number to be completed (DWL) to follow up these</i></p> <p>7.2 Progress on completion of Electrical testing and tagging schedule <i>- Ongoing per schedule and on request, new areas in progress.</i></p>	<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"> - <i>New workers complete 100%</i> - <i>86% on HSEAWA; 84% on Ergonomics – 2 not enrolled in each.</i> <i>(DWL) to follow up on detailed training records from Lance's replacement</i> <p>8.2 Any other training needs</p> <ul style="list-style-type: none"> - <i>Tracy Kane to complete 1st aid training</i> <i>(DWL) to follow up on this</i> - <i>Kath to follow up with Tracy when she gets back.</i> 	<p>(DWL)</p>
<p>9 Progress on completion of online Self Audit Tool (SAT)</p> <p>9.1 Review schedule for completion of online SAT tool by schools/units</p> <ul style="list-style-type: none"> - <i>Due April 2019- Dale to complete.</i> 	<p>Update Chairperson</p>
<p>10 First aid, Emergency and Security Arrangements</p> <p>10.1 Review availability of First Aid Officers and Fire Wardens in all work areas</p> <ul style="list-style-type: none"> - <i>Currently adequate coverage – <u>May need one extra warden on Level 3 – DWL to approach Alex Hui</u></i> - <i>Evacuation Drill 'Desk Exercise' (10th April 2019; 10:00am)</i> 	<p>Update from each workgroup representative</p>

<p>11 Changes to Workplace</p> <ul style="list-style-type: none"> - Changes to SOVS Footprint – now essentially complete, still to move maitreyee's across. - Ongoing building works – AOP renovations to commence April 15th, for 2-3 weeks - New HoS – Welcome to Lisa Keay now on HS Committee 	<p>Update from each workgroup representative</p> <p>Management Rep</p>
<p>12 Environmental matters</p> <ul style="list-style-type: none"> - <i>Nil to report</i> 	
<p>13 New business/Business without notice</p> <ul style="list-style-type: none"> -Leak in HDR room, being addressed. -Cockroaches in Ajay's Lab. 	<p>All</p>
<p>14 Next meeting and future dates for the year</p> <p>Friday 26th July 2019; 1300 – 1345</p> <p>Friday 18th October 2019; 1300 – 1345</p> <p>Friday 13th December 2019; 1300 - 1345</p>	<p>Chairperson</p>
<p>15 Close of Meeting</p> <p>-15:17</p>	<p>Chairperson</p>

Office Bearers:



Dale W. Larden

Committee Chairperson (x54623)

MINUTES APPROVED FOR RELEASE BY COMMITTEE: 23-08-2019