

HS635

Level 3 HS Committee Minutes

OWHS- 004A-031



FACULTY of SCIENCE
SCHOOL of OPTOMETRY and VISION SCIENCE

Date	23rd August 2019
Time	13:00 – 13:45
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 David Murray (DM) – CFEH Rep Carmel Jaconelli (CJ) – Faculty Rep
Preparation Notes	<ul style="list-style-type: none">• Minutes to previous meeting (OWHS-004M-030) – held 05/04/2019
Tabled Material	<ul style="list-style-type: none">• HSE Newsletter August 2019• Safety Activities 2019 (Consultation Draft)• Facilities Management Camera Surveillance Procedure• Level 3 LAB EGRESS Schematics

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>3. Present: DWL, LK, KGW, KD, PZ, KW, RM, DM, CJ</p> <p>Absent: AV, BBC</p>	<p>Chairperson</p>
<p>4. Approval of Minutes</p> <p>OWHS-004M-030 05/04/2019)</p> <p>- Approved</p>	<p>Chairperson</p>

<p>5. Action items and matters arising from the previous meeting</p> <p>5.1 Kath Watt completed online warden training – certificate forwarded? - Kath will forward certificate to Dale</p> <p>5.2 Replacement of epipens – Ventolin – completed -As discussed last meeting, agreed to supply epipens and Ventolin to first aid kits</p> <p>5.3 Spider and Rodents – update – future incidents on myUNSW -On going maintenance, garden clearing/pest control. Future outbreaks to be put as environmental hazard on myunsw.</p> <p>5.4 Pedestrian crossing safety – busses to use High Street -Buses likely won't be using Barker street for much longer.</p> <p>5.5 Tracy – 1st Aid Training -Tracy to check and provide certificate to Dale.</p> <p>5.6 Extra Warden Coverage on Level 3 (DWL to ask Alex Hui) -Alex Hui has agreed to warden and First Aid.</p>	<p>(KW)</p> <p>(DWL)</p> <p>(TK)</p> <p>(KD)</p> <p>(TK)</p> <p>(DWL)</p>
<p>5 Communication In and Out</p> <p>5.1 HSE Newsletter August 2019</p> <p>5.2 Email Corresp. (MARK CLARK) - <i>Carpark</i></p> <p>5.3 Email Corresp. (TARA MURPHY) - <i>Cameras</i></p> <p>5.4 Email Corresp. (CARMEL JACONELLI – ANNE BARNES) – <i>Ergonom.</i></p> <p>5.5 Email Corresp. (MABLE FONG) – <i>Safety Eyewear</i></p>	<p>Chairperson or Secretary</p>

<p>6 Review of Hazards & Incidents Reported</p> <p>6.1 Issue #22710 (Incident – Building Defect) – Closed Injury to staff members finger on toilet door. Door return fixed.</p> <p>6.2 Issue #23203 (Incident – Medical) – Closed Clinic Px Collapse. Patient now fine, since has been diagnosed with epilepsy.</p> <p>6.3 Issue #23265 (Incident – Medical) – Closed Stage 1 Student Collapse. Student now fine , first aid performed well.</p> <p>6.4 Issue #23263 (Incident – Trip/Fall) – Closed Child of clinic Px trips on hole in carpark. Traffic management fixed.</p> <p>6.5 Issue #23636 (Hazard – STF – Lighting) – In Progress Oyster Lights out in NE Stairwell. Fixed will be closed.</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></p> <ul style="list-style-type: none"> • Most due again November • Schedule may need review in light of T3 <p>- Dale will review schedule, but above months seem most appropriate as quieter periods of year.</p> <p>7.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> ▪ Ongoing per schedule and on request ▪ Trialling new manual recording system ▪ PAT Unit requires Calibration in October <p>- Paul will take care of TT maintenance.</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> - Figures still a bit off with Non enrolment status, otherwise pretty good. - <i>Alex Hui – 1st Aid and Warden Training</i> <p>8.2 Any other training needs</p> <ul style="list-style-type: none"> - <i>Tracy Kane to complete 1st aid training</i> <p>-New online WHS training being developed, Carmel will email Dale when ready. Recommended for everyone in team.</p>	(DWL)
<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> <p><u>COMPLETED</u></p>	Update Chairperson
<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 – May need one extra warden on Level 3 – DWL to approach Alex Hui – COMPLETED- Alex has joined team</i> - <i>Evacuation Drill ‘Desk Exercise’ (10th April 2019; 10:00am) – <u>DID NOT OCCUR</u></i> - <i>Active Armed Intruder Awareness Training Completed by DWL</i> <i>No longer lockdown procedure. Be active, run, don’t congregate.</i> 	Update from each workgroup representative

<p>11 Changes to Workplace</p> <ul style="list-style-type: none"> - Changes to SOVS Footprint – COMPLETED - Ongoing building works – AOP renovations - COMPLETED - New Faculty HS Rep - Welcome to Carmel Jaconelli - New CFEH Rep – Welcome to David Murray - Procedure – Protocols developed for LAB EGRESS – LEVEL 3 <p>Dale has supplied signage to direct students.</p>	<p>Update from each workgroup representative</p> <p>Management Rep</p>
<p>12 Environmental matters</p> <ul style="list-style-type: none"> - Nil to report 	
<p>13 New business/Business without notice</p> <ul style="list-style-type: none"> - Surveillance Cameras on Level 2 and 3 - Dummy cameras not allowed, false sense of security. Dale will obtain quote for real cameras from security to take to executive committee. - SOVS Contribution to Safety Eyewear Training -Tracy attended. Plan to increase awareness of SOVS and Red Eye clinic. Carmel to mention in upcoming newsletter. -Postgrad contacted Dale regarding sit stand desk- Best to contact disability services. School can't provide for non staff. - Lab induction checklists, Not reporting incidents in timely manner. Carmel to send out new forms for consultation and feedback. 	<p>(DWL)</p>
<p>14 Next meeting and future dates for the year</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>-1:45pm</p>	<p>Chairperson</p>

Office Bearers:



Dale W. Larden
Committee Chairperson (x54623)