

HS635

Level 3 HS Committee Minutes

OWHS- 004M-032



UNSW
AUSTRALIA

FACULTY of SCIENCE
SCHOOL of OPTOMETRY and VISION SCIENCE

Date	18th October 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) Rabia Mobeen (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-031) – held 23/08/2019
Tabled Material	<ul style="list-style-type: none">• HSE Newsletter September 2019• HSE Newsletter October 2019• Safety Activities 2019 (Consultation Draft)• Active Armed Offender Training Guidelines for Crowded places

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, KD, TK, PZ, AV, BBC</p> <p>Absent: KW, RM, DM, CJ</p>	<p>Chairperson</p>
<p>3. Approval of Minutes</p> <p>OWHS-004M-031 (23/08/2019)</p> <p>- Approved</p>	<p>Chairperson</p>

<p>4. Action items and matters arising from the previous meeting</p> <p>4.1 Tracy – 1st Aid Training - Completed – certificate forwarded</p> <p>4.2 Extra Warden Coverage on Level 3 (DWL to ask Alex Hui) -Alex has now completed most of training.</p> <p>4.3 Camera Installation -Now underway, most installs complete. Not yet commissioned at time of meeting.</p> <p>4.4 Red Eye Clinic in HSE Newsletter - Thanks Carmel.</p> <p>4.5 Post-Grad Sit/Stand Desk -Dale had meeting with Carmel and student has been provided with information regarding being assessed for sit/ stand desk.</p> <p>4.6 HS049 lab induction form update -Carmel informed new form still in progress.</p> <p>4.7 Active Armed Offender Guidelines -Covered in New business.</p>	<p>(DWL))</p> <p>(DWL)</p> <p>(DWL)</p> <p>(CJ)</p> <p>(DWL)</p> <p>(CJ)</p> <p>(DWL)</p>
---	---

<p>5 Communication In and Out</p> <p>5.1 HSE Newsletter September 2019</p> <p>5.2 HSE Newsletter October 2019</p> <p>5.3 Email Corresp. (Rick Minter/Sarah Jeffrey) AAO Guidelines</p> <p>5.4 Email Corresp. (Sarah Jeffrey) MIBC awareness course</p> <p>5.5 Active Armed Offender Guidelines for Crowded Places</p> <p>5.6 Email Corresp. (Warren Robinson) – <i>Methane Detector</i>.</p> <p>5.7 WHS Report to School Board</p> <p>5.8 Email to ECO</p>	<p>Chairperson or Secretary</p>
<p>6 Review of Hazards & Incidents Reported</p> <p>6.1 Issue #22710 (Incident – HK) Gas left on – closed/in progress -Gas tap left on in PC2 lab, Methane filled lab, Ajay and Dale decided to close lab for the day, security notified, lab locked down. Lab users were educated in meeting about major issue. Estate management has agreed to fund Methane Detector.</p> <p>6.2 Issue #23942 (Hazard – STF)- water in stairwell – Closed -Level 4 stairwell glass leak, fixed</p> <p>6.3 Issue #24169 (Hazard – P/E) – exit light - in progress -Have been fixed at time of meeting</p> <p>6.4 Issue #24170 (Hazard – P/E) – exit light - in progress -Have been fixed at time of meeting</p> <p>6.5 Issue #24171 (Hazard – STF – Lighting) – oyster light out In Progress -More complicated repair job, still in progress.</p> <p>6.6 Issue #24172 (Hazard – BD) – fire door broken – in progress -Spring mechanism broken, In progress.</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 <i>-Dale will be sending out emails to organise.</i> <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 sent for Calibration 	<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>Alex Hui – 1st Aid and Warden Training - completed</i> <p>8.2 Any other training needs</p> <ul style="list-style-type: none"> - <i>Tracy Kane to complete 1st aid training - completed</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> <p>COMPLETED - due again APRIL 2020</p>	<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 – now sufficient</p> <p>- <i>Evacuation Drill ‘Desk Exercise’ (conducted 19th October 2019) – IED training – poor turnout</i></p>	Update from each workgroup representative
<p>11 Changes to Workplace</p> <p>- Possible expansion of HDR space -In old main building, Dale will start I organise desks/ office equipment</p>	Update from each workgroup representative Management Rep
<p>12 Environmental matters</p> <p>- <i>Nil to report</i></p>	
<p>13 New business/Business without notice</p> <p>- New student induction procedure (AAO)- <i>Changes to emergency procedures and major incident training (business continuity) to be added.</i></p> <p>- Transportation of hazardous substances in lifts. <i>-New lifts have lockdown feature for transporting hazardous substances. See Dale to access.</i></p>	(DWL)
<p>14 Next meeting and future dates for the year</p> <p>Friday 13th December 2019; 1300 – 1345 -<i>Will need to be rescheduled due to school end of year event</i></p>	Chairperson
<p>15 Close of Meeting -13:47</p>	Chairperson

Office Bearers:



Dale W. Larden

Committee Chairperson (x54623)