### Date
6th March 2020

### 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
- Theresa Kahwati (TK) – Faculty Rep

### Preparation Notes
- Minutes to previous meeting (OWHS-004M-032) – held 18/10/2019

### Tabled Material
- **TM_01**: HSE Report November 2019
- **TM_02**: HSE Newsletter October 2019
- **TM_03**: WHO Guidelines on mask use (29.01.2020)
- **TM_04**: COVID_19 – Addressing Health Concerns
- **TM_05**: COVID_19 Information Slide
- **TM_06**: Risk Management Procedure Draft
- **TM_07**: SafeSYS Replacement Project Summary
- **TM_08**: SOVS_OHS Induction Booklet
- **TM_09**: Training Summary October 22nd
- **TM_10**: HS Committee Constitution
- **TM_11**: Courtnell HSR Guidelines
1. Acknowledgement of Country

   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.

2. Welcome and apologies

   Present: DWL, KGW, KD, TK, PZ, KW, AV, BBC, TK

   Absent: LK, RM

3. Approval of Minutes

   OWHS-004M-032 (18/10/2019)
   - Approved
4. **Action items and matters arising from the previous meeting**

4.1 Camera Installation: *Now installed monitored by Security- also in lifts* (DWL)
   - Security will be monitoring footage, access to staff will not be given without a specific request with either police incident report or HR incident report.
   - Dale to contact Martin regarding new security camera signs for clinic

4.2 Extra Warden Coverage on Level 3 (DWL to ask Alex Hui) *-completed*; AH now FW and FAO- On level 3 (DWL)

4.3 HS049 Update (TK)
   - Still pending review

5. **Communication In and Out**

5.1 eMail: Juno Kim to Carmel (RE: Incident #24381)
   - Student tripped over table in Juno’s lab whilst doing VR work. Procedures and protocols have been changed- Moved Table.

5.2 eMail: Dale to JJ Chapman (RE: Loading Zones)
   - Loading zones outside clinic have disappeared with no notification to school, consequently delivery vans are blocking the road. As a compromise new loading zones have been created. It foreseen that these could create more traffic hazards and pedestrian hazards.
6 Review of Hazards & Incidents Reported

a. Issue #22710 (Incident – HK) Gas left on – closed (Gas Detector Installed) – Administrative controls put in place, gas detector installed.

b. Issue #24169 (Hazard – P/E) – exit light - closed
c. Issue #24170 (Hazard – P/E) – exit light - closed
d. Issue #24171 (Hazard – STF – Lighting) – oyster light out - closed
e. Issue #24172 (Hazard – BD) – fire door broken – closed

6.1 Issue #24177 (Hazard – STF) – light box – closed
6.2 Issue #24340 (WSI – Temp) – AC - closed
6.3 Issue #24341 (WSI – Elec) – PAT - closed
6.4 Issue #24381 (Incident – STF) – other - closed
6.5 Issue #24546 (Hazard – BD) – Fire Exit Door - closed
6.6 Issue #24548 (Hazard – BD) – exit light - closed
6.7 Issue #24549 (Hazard – BD) – Fire exit Door duplicate - closed
6.8 Issue #24632 (Hazard – STF) – Oyster light out - closed
6.9 Issue #24633 (WSI – Electrical) – PAT Fail - closed
6.10 Issue #24645 (Hazard – BD) – exit light - closed
6.11 Issue #24660 (Hazard – STF) – Oyster Light - closed
6.12 Issue #25144 (WSI – STF) – Carpet – in progress
6.13 Issue #25153 (WSI – Ergo) –Lighting - closed
6.14 Issue #25154 (WSI – House Keeping) – First Aid Kits - closed
6.15 Issue #25217 (Hazard – STF) – Oyster Light - closed
6.16 Issue #25315 (WSI – electrical) – Arcing Switch – in progress.

-Dale will put out an email to see how many of these may be in the building and aim to get them all replaced.

6.17 Issue #25316 (Hazard – BD) – Exit Light - close
### 7 Workplace Inspections

#### 7.1 Progress on completion of School/Unit Workplace Inspections

*Due November/December/January 2018/2019 –*

- **Some major defects found** – rectified or in process of

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

- **Ongoing per schedule and on request**
- **New manual recording system**
- **PAT Unit sent for Calibration**

| Update from each workgroup representative |

### 8 WHS Training Update

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

Refer TM09

| (DWL) |

#### 8.2 Any other training needs

**HS Consultation Training**

*Available online, all committee members can enroll, if done in last 5 years and feeling confident no need to enroll or if feeling like refresher can do again. Can be accessed via MYUNSW.*

| (DWL) |
### 9 Progress on completion of online Self Audit Tool (SAT)

9.1 Review schedule for completion of online SAT tool by schools/units

*COMPLETED - due again APRIL 2020*

-SAT is no longer required going forward but can still be used until replaced, will not be monitored moving forward.

### 10 First aid, Emergency and Security Arrangements

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

- David Murray has moved to Parramatta. No longer Deputy Chief Warden or Warden for South Wing – M.Yapp is seeking new volunteer


### 11 Changes to Workplace

- HDR students now housed in OMB – *old Optics Lab (WSI conducted 28-01-2020)* - Seeking funding for upgrade – no disabled access available.

### 12 Environmental matters

- *Nil to report*

### 13 New business/Business without notice

13.1 COVID_19 *(Refer TM04 ; TM05).*

Kay presented email from UNSW HR regarding keeping records of staff travel, exact “travel” local or international needs to be clarified.

13.2 Loading Zones *(Refer 5.2)*

13.3 Training Update *(Refer TM09)*

13.4 Risk Management Procedure Draft *(Refer TM06)*

13.5 SafeSys Replacement Update *(Refer TM07)*

- In progress, date still to be announced.

13.6 New Induction Booklet *(Refer TM08)*

13.7 Committee Elections/Constitution Review *(Refer TM10; TM11)*
### Other Business

- Theresa mentioned Faculty Board Meeting (Level 2) coming up on 9th April. If we need anything flagged in said meeting it needs to be sent to Theresa no later than 2 weeks before meeting.

- Online Warden course will be delayed until March- Until further notice.

### 14 Next meeting and future dates for the year

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tr>
<td>Friday 15th May 2020</td>
<td>1300 - 1345</td>
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**Chairperson**

### 15 Close of Meeting

- **13:50pm**

**Chairperson**

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Office Bearers:

![Signature]

**Dr Dale W. Larden**

*Committee Chairperson (x54623)*