

**HS635**

**Level 3 HS Committee Minutes**

**OWHS- 004M-034**



**UNSW**  
A U S T R A L I A

**FACULTY of SCIENCE**  
**SCHOOL of OPTOMETRY and VISION SCIENCE**

<b>Date</b>	<b>15<sup>th</sup> May 2020</b>
<b>Time</b>	<b>13:00 – 13:45</b>
<b>Place</b>	<b>TEAMS</b>
<b>Agenda Distribution</b>	Dale W. Larden ( <b>DWL</b> ) – Chair Lisa Keay ( <b>LK</b> ) – HoS Kathleen G. Watt ( <b>KGW</b> ) – Management Rep (Level 1) Kay Dulhunty ( <b>KD</b> ) – Management Rep (Level 3) Tracy Kane ( <b>TK</b> ) – Management Rep (Level 1) Paul Zytnik ( <b>PZ</b> ) – Elected Rep – (Level 2) - Secretary Ajay Vijay ( <b>AV</b> ) – Elected Rep (Level 2 – Laboratories) Brian Cheng ( <b>BBC</b> ) – Elected Rep (OMB) Theresa McDonnell (Kahwati) ( <b>TM</b> ) – Faculty Rep
<b>Preparation Notes</b>	<ul style="list-style-type: none"><li>• Minutes to previous meeting (OWHS-004M-033) – held 06/03/2020</li></ul>
<b>Tabled Material</b>	<b>TM_01:</b> HSE Newsletter March 2020 <b>TM_02:</b> HSE Newsletter April 2020 <b>TM_03:</b> Principles and Protocols for reducing the risk of CV19 transmission at Universities <b>TM_04:</b> Infection control guidelines and advice (Optom. Australia) <b>TM_05:</b> Optometry Practice Hygiene and Disinfection Checklist (Optom. NSW/ACT)

Agenda Item	Report from
<p><b>1. Acknowledgement of Country</b></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><b>2. Welcome and apologies</b></p> <p><b>Present:</b> LK, DWL, TK, KGW, PZ, AV, BBC, TM</p> <p><b>Absent:</b> KD</p>	<p>Chairperson</p>
<p><b>3. Approval of Minutes</b></p> <p>OWHS-004M-033 (06/03/2020)</p> <ul style="list-style-type: none"> <li>- Accepted without amendment- Minutes added to files section of Teams.</li> </ul>	<p>Chairperson</p>

<p><b>4. Action items and matters arising from the previous meeting</b></p> <p>4.1 HS049 update  <b>-Has been put on hold due to Covid</b></p> <p>4.2 Replacement for David Murray - <b><i>Sarah Holland has joined CFEH</i></b>  <b>-Dale to catch up with Sarah, Sarah will be rep for CFEH</b></p> <p>4.3 Online Warden Training – <b><i>now available through safety training porta</i></b>  <b>-A number of new online training modules now available to replace face to face training. Everyone encouraged to do Online Warden and Committee training. Dale will email</b></p> <p>4.4 SafeSys Update – <b><i>project Salus approved.</i></b>  <b>-Approved in April. All info available on Health and safety page under Safesys &gt; Project updates. Current system still in place for now. Salus will be gradual release.</b></p> <p>4.5 COVID 19  <b>-Dale has created Return to business plan to re-open Optom Clinic and allow students and staff to return so students can complete patient consultations. Has been sent to Fiona and Bill for approval.</b></p>	<p>(TM)</p> <p>(DWL)</p> <p>(TK)</p> <p>(TM)</p> <p>(ALL)</p>
<p><b>5 Communication In and Out</b></p> <p>NIL</p>	<p>Chairperson or Secretary</p>

<p><b>6 Review of Hazards &amp; Incidents Reported</b></p> <p>a. Issue #25144 (WSI – STF) Carpet – <b>closed (Carpet Replaced)</b></p> <p>b. Issue #25315 (WSI – Elect.) – Arcing Switch – <b>closed (Replaced)</b></p> <hr/> <p>6.1 Issue #25357 (Incident – Building) – Water leak – <b>in progress</b></p> <p>6.2 Issue #25361 (Hazard – Building) – Fire-Door Broken - <b>closed</b></p> <p>6.3 Issue #25366 (Hazard – Building) – Blind Spots – <b>in progress</b></p> <p>6.4 Issue #25367 (Hzd – Building) – Blind Spots – Car Park – <b>in progress</b></p> <p>6.5 Issue #25368 (Hazard – Building) – Stop Sign - <b>closed</b></p> <p>6.6 Issue #25369 (Hazard – Building) – Broken Railing - <b>closed</b></p> <p>6.7 Issue #25377 (Incident – Injury) – Insects - <b>closed</b></p> <p>6.8 Issue #25504 (Hazard – Electrical) – GPO broken – <b>closed</b></p> <p>- <b>Above issues still in progress may take longer to resolve due to current Covid-19 shutdown.</b></p>	<p>Update from each workgroup representative</p>

<p><b>7 Workplace Inspections</b></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"> <li>• Nil to report</li> </ul> <p>7.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> <li>▪ <i>Mass PAT blitz during shutdown -Paul has tagged majority of Optom Clinic and preclinic lab. Still in progress.</i></li> <li>▪ <i>PAT Unit due for Calibration in August</i></li> </ul>	<p>Update from each workgroup representative</p>
<p><b>8 WHS Training Update</b></p> <p>8.1 Progress on new workers who have completed mandatory WHS training</p> <ul style="list-style-type: none"> <li>• <i>Latest update from Faculty Required</i></li> </ul> <p>8.2 Any other training needs</p> <ul style="list-style-type: none"> <li>• <i>HS Consultation Training (HSEC0002)</i></li> <li>• <i>PC2 Training now online (HSEBSC)</i></li> <li>• <i>Warden Training online (EMFW2020) - annual</i></li> </ul> <p>- <b>Above courses now all available online</b></p>	<p>(TM)</p> <p>(DWL)</p>
<p><b>9 First aid, Emergency and Security Arrangements</b></p> <p>9.1 Review availability of First Aid Officers and Fire Wardens in all work areas:</p> <ul style="list-style-type: none"> <li>• <i>Sarah Holland has replaced David Murray</i></li> <li>• <i>April Evacuation Drill Cancelled – no new dates</i></li> <li>• <i>Evacuation and Physical Distancing</i></li> </ul>	<p>Update from each workgroup representative</p>

<p><b>10 Changes to Workplace</b></p> <ul style="list-style-type: none"> <li>• <i>HDR students now housed in OMB – old Optics Lab (WSI conducted 28-01-2020 )</i></li> <li>• <i>Upgrade funding now unlikely</i></li> </ul>	<p>Update from each workgroup representative</p>
<p><b>11 Environmental matters</b></p> <p>- <i>Nil to report</i></p>	
<p><b>12 New business/Business without notice</b></p> <ul style="list-style-type: none"> <li>- <b>Discussed potential to get all staff in PC1/ PC2 Lab to complete warden training now that it is online and easily accessible anytime. Dale to discuss with Ajay offline.</b></li> <li>- <b>- Re: Covid- Signs will be placed on lifts limiting occupants- Evacuations via fire stairs as normal until further notice.</b></li> </ul>	<p>(DWL)</p>
<p><b>13 Next meeting and future dates for the year</b></p> <p>Friday 18<sup>th</sup> September 2020; 1300 – 1345- <b>Assumed will be on Teams.</b></p>	<p>Chairperson</p>
<p><b>14 Close of Meeting</b></p> <p><b>13:45pm</b></p>	<p>Chairperson</p>

Office Bearers:



**Dr Dale W. Larden**

*Committee Chairperson (x54623)*