

HS635

Level 3 HS Committee Minutes

OWHS- 004A-024



FACULTY of SCIENCE  
SCHOOL of OPTOMETRY and VISION SCIENCE

Date	26 <sup>th</sup> October 2017
Time	14:00 – 15:00
Place	Level 3; RMB North – Room 3.001
Agenda Distribution	Dale W. Larden ( <b>DWL</b> ) – Chair Fiona Stapleton ( <b>FS</b> ) – HoS Kathleen G. Watt ( <b>KGW</b> ) – Management Rep (Level 1) Kay Dulhunty ( <b>KD</b> ) – Management Rep (Level 3) Paul Zytnik ( <b>PZ</b> ) – Elected Rep – (Level 2) - Secretary Katherine Wong ( <b>KW</b> ) – Elected Rep (Level 1/3) Ajay Vijay ( <b>AV</b> ) – Elected Rep (Level 2 – Laboratories) Brian Cheng ( <b>BBC</b> ) – Elected Rep (OMB) Rajini Peguda ( <b>RP</b> ) – Postgrad/Student Rep Dinesh Subedi ( <b>DS</b> ) – Postgrad/Student Rep Lance Islip ( <b>LI</b> ) – Faculty HSE Coordinator
Preparation Notes	Minutes to previous meeting (OWHS-004A-023) – held 25/5/2017  Science HSW Coordinator Report June 2017 Science HSE Coordinator Report August 2017 Science HSE Coordinator Report September 2017 HSE Newsletter October 2017

Agenda Item	Report from
<p><b>1. Welcome and Apologies</b></p> <p><b>Present:</b> DWL, FS, KGW, KD, PZ, KW, BBC, DS, LI  <b>Absent:</b> AV, RP</p> <p><b>* Dinesh replacing Rajini as Postgrad Student Rep.</b></p>	Chairperson
<p><b>2. Approval of Minutes (OWHS-004A-023) from previous meeting held:</b></p> <ul style="list-style-type: none"> <li>- <b>Adopted</b></li> </ul>	Chairperson
<p><b>3. Action items and matters arising from the previous meeting</b></p> <p>3.1. Kathleen Watt to enroll in Warden Training  <b>-Still To do</b></p> <p>3.2 Supervisor Training  <b>- Next Course 10<sup>th</sup> of November, may not be suitable for remaining staff, Lance will notify of other possibilities. Review next meeting.</b></p> <ul style="list-style-type: none"> <li>• <i>M.Roy ; M.Boon still outstanding DWL in discussions with Lance Re new training time</i></li> </ul> <p>3.3. Mark Wilcox – work station checklist  <ul style="list-style-type: none"> <li>• <i>(DWL has emailed – MW has supplied)</i></li> </ul> </p> <p>3.4 Locked door in J14/ORLAB  <b>- Brian has notified that door has been fixed</b></p> <p>3.5 Fi Anderson – 1<sup>st</sup> aid training  <b>- Still to do, Kay will speak to her.</b></p>	<p>(KW)</p> <p>(DWL)</p> <p>(DWL)</p> <p>(BBC)</p> <p>(KD)</p>

<p><b>4. Communication In and Out</b></p> <p>4.1 HSE Coordinator Report JUNE 2017</p> <p>4.2 HSE Coordinator Report AUGUST 2017</p> <p>4.3 HSE Coordinator Report SEPTEMBER 2017</p> <p>4.4 HSW NEWS October 2017</p> <p>4.5 Email to Lance Re Training (3.2)</p> <p>4.6 Email to Staff RE. Training (7.1 a/b)- <b>OWHS and ergonomics.</b></p>	<p>Chairperson or Secretary</p>
<p><b>5. Review of Hazards &amp; Incidents Reported</b></p>	<p>Update from each</p>

<p>5.1 Issue # 18354 (Hazard – Building) – closed- <b>Ceiling Tile replaced</b></p> <p>5.2 Issue #18355 (Hazard-Building) – closed- <b>Ceiling Tile replaced</b></p> <p>5.3 Issue #18405 (Hazard-Building) – closed- <b>Light fixed</b></p> <p>5.4 Issue #18406 (Hazard-STF-Lighting) – closed- <b>Lighting fixed</b></p> <p>5.5 Issue # 18413 (Environment) – closed- <b>Urinal in male toilet flushing continuously-fixed.</b></p> <p>5.6 Issue #18437 (Hazard-STF-Lighting) – closed- <b>Oyster light globe replaced</b></p> <p>5.7 Issue #18451 (Hazard-Building) – closed- <b>Exit light flashing-fixed</b></p> <p>5.8 Issue #0607 (WSI-Electrical) – closed- <b>RCD switches installed</b></p> <p>5.9 Issue #18808 (Hazard-Building - Lighting) – closed- <b>Light Globe replaced</b></p> <p>5.10 Issue #18809 (Hazard-Building - Lighting) – closed- <b>Light Globe replaced</b></p> <p>5.11 Issue #19088 (Incident) – currently resolved (DWL to contact Sharon Oberstein) <b>Chart with sharp edges, Dale will speak with Sharon again regarding replacing broken chart.</b></p> <p>5.12 Issue #19258 (Housekeeping –rubbish in stairwell) –closed- <b>Rubbish left from tradesmen removed</b></p> <p>5.13 Issue #19298 (Hazard – Building ) – in progress- <b>Exit light in carpark, fixed</b></p>	<p>workgroup representative</p>
<p><b>6. Workplace Inspections</b></p> <p>6.1 Progress on completion of School/Unit Workplace Inspections</p> <ul style="list-style-type: none"> <li>• <i>More now due, Dale has emailed.</i></li> </ul>	<p>Update from each workgroup representative</p>

<p>6.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> <li>• <i>Ongoing per schedule and on request</i></li> </ul> <p>6.3 Progress on completion of Inspection, testing and monitoring schedule</p> <ul style="list-style-type: none"> <li>• <i>BSC Due for calibration (AV)</i></li> </ul> <p><b>Autoclaves – FM- Ajay will arrange upon his return</b></p>	
<p><b>7. WHS Training Update</b></p> <p>7.1 Progress on new workers who have completed mandatory WHS training</p> <ul style="list-style-type: none"> <li>• <i>Most now completed</i></li> <li>• <i>Those on attached list emailed</i></li> </ul> <p>7.2 Progress on completion of "Supervisor's training"</p> <ul style="list-style-type: none"> <li>• <i>DWL to liaise further with Lance</i></li> </ul> <p>7.3 Any other training needs</p> <ul style="list-style-type: none"> <li>• <i>Fiona Anderson to redo 1<sup>st</sup> Aid</i></li> <li>• <i>Jasmine Larden to do Deputy Warden Training</i></li> </ul>	<p>Update from each workgroup representative</p>

<p><b>8. Progress on completion of online Self Audit Tool (SAT)</b></p> <p>8.1 Review schedule for completion of online SAT tool by schools/units -</p> <ul style="list-style-type: none"> <li>• <i>Completed for 2017- Due again in April</i></li> </ul>	Update Chairperson
<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>Adequate coverage.</i></li> </ul>	Update from each workgroup representative
<p><b>10. Changes to Workplace</b></p> <p><i>-Post Grad room upgraded and new power points installed under desk, power needs not previously taken into consideration before upgrade.</i></p> <ul style="list-style-type: none"> <li>- <i>Kay mentioned that post grad students had been complaining about lighting in room. Dale will speak to Vanessa, lighting will be assessed, and sensor will possibly be moved by facilities.</i></li> <li>- <i>Door stop in post grad room also needs to be installed. Kay will put in request.</i></li> </ul>	Update from each workgroup representative  Management Rep
<p><b>11. Environmental matters</b></p> <p><i>None to report</i></p>	

<p><b>12. New business/Business without notice</b></p> <p>12.1 External Audit Report- <b>no sign or indication of new time for audit as yet. Lance will let us know.</b></p> <p>12.2 Task Force Inspections</p> <ul style="list-style-type: none"> <li>- <b>Have been completed. Some minor issues found, Test and tag and chemical container labelling is dispensary, being addressed.</b></li> <li>- <b>Some more serious issues found in Orlab regarding 3b laser. Brian to look into laser requirements. Also safety requirements regarding use of chemicals and emergency facilities for eye Wash ect. Brian to discuss with Lance.</b></li> </ul>	<p>All</p>
<p><b>13. Next meeting and future dates for the year</b></p> <p><b>Nov/ Dec, Dale will notify of exact Date soon.</b></p>	<p>Chairperson</p>
<p><b>14. Close of Meeting</b></p> <ul style="list-style-type: none"> <li>- <b>15:00</b></li> </ul>	<p>Chairperson</p>

Office Bearers:

**Dale W. Larden**

*Committee Chairperson (x54623)*

