## FACULTY of SCIENCE
SCHOOL of OPTOMETRY and VISION SCIENCE

### Date
30th November 2017

### Time
14:00 – 15:00

### Place
Level 3; RMB North – Room 3.001

### Agenda Distribution
- Dale W. Larden (DWL) – Chair
- Fiona Stapleton (FS) – HoS
- Kathleen G. Watt (KGW) – Management Rep (Level 1)
- Kay Dulhunty (KD) – Management Rep (Level 3)
- 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)
- Dinesh Subedi (DS) – Postgrad/Student Rep
- Lance Islip (LI) – Faculty HSE Coordinator

### Preparation Notes
- Minutes to previous meeting (OWHS-004A-024) – held 26/10/2017
- Science HSW Coordinator Report November 2017
- HS908 Cleaning in Moderate to High Risk UNSW Facilities Procedure (Draft – for Consultation) 2017
<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Report from</th>
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<tr>
<td>1. Welcome and Apologies</td>
<td>Chairperson</td>
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<tr>
<td>Present: DWL, FS, KGW, KD, PZ, BBC, AV, LI</td>
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<td>Absent: AV, DS, KW</td>
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<td>2. Approval of Minutes <em>(OWHS-004A-024)</em> from previous meeting held:</td>
<td>Chairperson</td>
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<td>- Adopted</td>
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<td>3. Action items and matters arising from the previous meeting</td>
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<td>3.1. Kathleen Watt to enroll in Warden Training</td>
<td>(KW)</td>
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<td>- Course unavailable at present, possibly booked out, not displaying, Dale will check.</td>
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<td>3.2 Supervisor Training</td>
<td>(DWL)</td>
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<td>• M.Roy ; M.Boon --- now completed</td>
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<td>3.3 Fi Anderson – 1st aid training</td>
<td>(KD)</td>
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<td>- Fi Anderson no longer doing- Michelle Wanandy will take place.</td>
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<td>3.4. Brian to forward WHS Consultation cert.</td>
<td>(BBC)</td>
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<td>- Still to do</td>
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<td>3.5. Dale to discuss lighting in 3.030 with Vanessa</td>
<td>(DWL)</td>
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<tr>
<td>- Has been discussed, Vanessa now happy with light levels.</td>
<td>(KD)</td>
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<td>3.6. Kay to raise archibus job RE door stopper in 3.030</td>
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<tr>
<td>- Still to do</td>
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## 3.7. Dale to email Jackie/Mark/Nicole RE Inductions

- Email has been sent, Jackie/Mark/Nicole replied indicating they will make sure all their employees are inducted.

### 3 Communication In and Out

#### 3.3 Chemicals in optics lab *(internal)*

- Correspondence with relative parties in relation to Chemicals to be picked up and disposed of in optics lab.

#### 3.4 Intern Programmes *(internal)*

#### 3.5 Supervisor training *[M.Roy]* *(external)*

- Confirmation email from Lance regarding that Maitreyee was competent in relation to the supervisor management course.
### 3.6 Supervisor Training [M.Boon] (internal)

Correspondence from M.Boon stating she was having supervisor training.

### 3.7 eMail to Lance RE 1st Aid Report (External)

- Regarding first aid report that Dale submitted and can’t be closed off. Lance to look into.

### 4 Review of Hazards & Incidents Reported

4.3 Issue #19375 (Incident – First aid report) – closed (???)

4.4 Issue #19356 (Hazard- Chemical Exposure) – *in progress*

   - Chemicals picked up today, will be closed. Lance to look into online chemical waste disposal form as currently has issues.

4.5 Issue #19528 (Hazard- STF - Lighting) - closed

4.6 Issue #19544 (Hazard-Electrical) - closed

4.7 Issue # 19595 (HZ – WSI - Electrical) - closed

4.8 Issue #19596 (HZ-WSI-chemical) – closed

4.9 Issue #19597 (HZ-WSI-chemical) – closed

4.10 Issue #19599 (HZ-WSI-housekeeping) – submitted

4.11 Issue #19600 (HZ-WSI-housekeeping) – submitted

4.12 Issue #19601 (HZ-WSI-chemical) – submitted

4.13 Issue #19602 (HZ-WSI-radiation) – *in progress*

4.14 Issue #19603 (HZ-WSI-chemical) – submitted

4.15 Issue #19604 (HZ-WSI-STF) – closed

4.16 Issue #19605 (HZ-WSI-chemical) – submitted

4.17 Issue #19628 (HZ-WSI-ergonomic) – *in progress*

4.18 Issue #19629 (HZ-WSI-housekeeping) – closed

4.19 Issue #19630 (HZ-WSI-Slip/Trip Hazard) – *in progress*
## 5 Workplace Inspections

5.3 Progress on completion of School/Unit Workplace Inspections
- **Most now completed**

5.4 Progress on completion of Electrical testing and tagging schedule
- **Ongoing per schedule and on request**

5.5 Progress on completion of Inspection, testing and monitoring schedule
- **BSC Due for calibration (AV)**
  - Informed by Ajay it was calibrated in March
- **Autoclaves – FM 2.009 serviced (27/11/17)**

## 6 WHS Training Update

6.3 Progress on new workers who have completed mandatory WHS training
- **New workers complete**
  - 49% on HSEAWA ; 40% on Ergonomics ??
  - Confusion over completed numbers dropping, some staff do not need to be on list as not physically at school more than 7 hours a week. Additional staff made completed % drop. Dale/ Lance to look into removing unnecessary staff from list.
6.4 Progress on completion of “Supervisor's training”
   - *Supervisor training now complete*

6.5 Any other training needs
   - *Fiona Anderson to redo 1st Aid - No longer doing see 3.3.*
   - *Jasmine Larden to do Deputy Warden Training*

7  Progress on completion of online Self Audit Tool (SAT)
    7.3 Review schedule for completion of online SAT tool by schools/units -
        - *Completed for 2017 – due April 2018*

8  First aid, Emergency and Security Arrangements
    8.3 Review availability of First Aid Officers and Fire Wardens in all work areas
        - *Adequate coverage.*

7  Progress on completion of online Self Audit Tool (SAT)  
   Update Chairperson

8  First aid, Emergency and Security Arrangements  
   Update from each workgroup representative
<table>
<thead>
<tr>
<th>9</th>
<th>Changes to Workplace</th>
<th>Update from each workgroup representative Management Rep</th>
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<tbody>
<tr>
<td></td>
<td>- New areas being acquired from BHVI on level three will need additional WSI’s.</td>
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<tr>
<td>10</td>
<td>Environmental matters</td>
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<tr>
<td>11</td>
<td>New business/Business without notice</td>
<td>All</td>
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<td>- Regarding having a mental health rep within the school.</td>
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<td></td>
<td>- Dale will liaise with Lance about doing mental health course.</td>
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<tr>
<td>12</td>
<td>Next meeting and future dates for the year</td>
<td>Chairperson</td>
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<td>Dale to update everyone via email in the new year.</td>
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<tr>
<td>13</td>
<td>Close of Meeting</td>
<td>Chairperson</td>
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<td>- 3:00pm</td>
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Office Bearers:

Dale W. Larden

*Committee Chairperson (x54623)*