

**HS635**

**Level 3 HS Committee Minutes**

**OWHS- 004M-026**



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

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

<b>Date</b>	<b>16<sup>th</sup> March 2018</b>
<b>Time</b>	<b>11:00 – 12:00</b>
<b>Place</b>	<b>Level 3; RMB North – Room 3.001</b>
<b>Agenda Distribution</b>	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) Tracy Kane ( <b>TK</b> ) – Management Rep (Level 1) 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) Dinesh Subedi ( <b>DS</b> ) – Postgrad/Student Rep Lance Islip ( <b>LI</b> ) – Faculty HSE Coordinator
<b>Preparation Notes</b>	<ul style="list-style-type: none"><li>• Minutes to previous meeting (OWHS-004M-025) – held 30/11/2017</li></ul>
<b>Tabled Material</b>	<ul style="list-style-type: none"><li>• Science HSW Coordinator Report February 2018</li><li>• HS433 Laser Pointer Guidelines</li><li>• OWHS-009-011 2018 SOVS General Induction Booklet</li><li>• BENESTAR EAP Brochure</li><li>• Future Hazard Reporting</li><li>• Final Draft - HS908 Cleaning in Moderate to High Risk UNSW Facilities Procedure</li></ul>

Agenda Item	Report from
<p><b>1. Welcome and Apologies</b></p> <ul style="list-style-type: none"> <li>• PRESENT : DL, FS, TK, PZ, BBC, KW, DS</li> <li>• ABSENT: KGW, KD, AV, LI</li> </ul>	Chairperson
<p><b>2. Approval of Minutes (OWHS-004M-025) from previous meeting held: 30/11/2017</b></p> <ul style="list-style-type: none"> <li>• <i>Change of cataloguing system for minutes</i></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.</p> <p><b>-Kath not present to comment, hold over.</b></p> <p>3.2 M.Wanandy to complete 1<sup>st</sup> aid training</p> <p><b>- Not as yet, still intending to enroll when suitable time available</b></p> <p>3.4. Brian to forward WHS Consultation cert.</p> <p><b>- Done. Certificate has been forwarded to Dale</b></p> <p>3.5. Kay to raise archibus job RE door stopper in 3.03</p> <p><b>- No longer necessary as cabinet is in place to stop door. Will be removed,</b></p> <p>3.6. Brian to address ORLAB Action items</p> <p><b>- Laser has been reclassified after assessment and inspection by UNSW Radiation committee. Necessary safety changes were made. Chemicals still to be addressed.</b></p>	<p>(KW)</p> <p>(KD)</p> <p>(BBC)</p> <p>(KD)</p> <p>(BBC)</p>

<p><b>4. Communication In and Out</b></p> <p>4.1 <i>ORLAB – P.A.T (out)</i>  - Needs further discussion with Lance, Dale will follow up with him.</p> <p>4.2 <i>EAP</i>  - Benestar Employee assistance program now available. Brochure will be put on notice boards.</p> <p>4.3 <i>Class 3B Laser</i>  - Laser has been reclassified after assessment and inspection by UNSW Radiation committee.</p> <p>4.4 <i>Hazardous Substance Spills Training</i>  - Ajay has agreed to do. Not present to comment.</p> <p>4.5 <i>Future Hazard Reporting</i>  - Extra menu added. Not yet available. Dale will circulate when released.</p> <p>4.6 <i>Floor cleaning Feedback – Kate Noble</i></p>	<p>Chairperson or Secretary</p>
<p><b>5. Review of Hazards &amp; Incidents Reported</b></p> <p>5.1 Issue # 19748 (Incident – First aid report) – closed</p> <p>5.2 Issue #19807 (HZ- Electrical) – <i>in progress. Power board purchased to tidy up messy cords in ANT Lab. To be completed next week by Dale/Paul.</i></p> <p>5.3 Issue #19815 (HZ-Ergonomic) - closed</p> <p>5.4 Issue #19874 (HZ-STF-Lighting) - closed</p> <p>5.5 Issue # 19916 (Environment) - closed</p> <p>5.6 Issue #19928 (HZ-Building) – closed</p> <p>5.7 Issue #19985 (HZ-Electrical) – closed</p> <p>5.8 Issue #20057 (HZ-STF-Lighting) – closed</p> <p>5.9 Issue #20058 (HZ-Electrical) – closed</p> <p>5.10 Issue #20105 (HZ-STF – slippery surface) – closed</p> <p>5.11 Issue #20106 (HZ-STF-lighting) – closed</p> <p>5.12 Issue #20165 (HZ-STF-Lighting) – closed</p> <p>5.13 Issue #20166 (HZ-Building- Lighting) – closed</p> <p>5.14 Issue #19599 (HZ-Housekeeping) – <i>submitted</i></p> <p>5.15 Issue #19600 (HZ-Housekeeping) – <i>submitted</i></p> <p>5.16 Issue #19605 (HZ-Chemical Exposure) – <i>submitted</i></p> <p><b>RE: Issue 5.10. Students split grease from BBQ at bottom of stairwell. Students will now be pushed to use facilities own BBQ's. Gas Bottles will now be kept off site for safety. BBQ kept for Staff/ Charity functions only.</b></p>	<p>Update from each 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>Due November/December/January 2018/2019</i></li> </ul> <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) (last completed 16.03.17)</i></li> <li>• <i>Autoclaves – FM 2.009 serviced (27/11/17)</i></li> </ul>	<p>Update from each workgroup representative</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>• <b><i>New workers complete</i></b></li> <li>• <b><i>49% on HSEAWA ; 40% on Ergonomics ??</i></b></li> <li>• <b><i>Updated staff list sent to Lance</i></b></li> </ul> <p>7.2 Progress on completion of “Supervisor’s training”</p> <ul style="list-style-type: none"> <li>• <i>Supervisor training now complete</i></li> </ul> <p>7.3 Any other training needs</p> <ul style="list-style-type: none"> <li>• <i>M. Wanandy to complete 1<sup>st</sup> aid training</i></li> <li>• <i>Jasmine Larden; Tracy Kane; DWL to do redo 1<sup>st</sup> aid course April 3<sup>rd</sup>-Tracy has to reschedule</i></li> <li>• <i>Hazardous Substance and Spills Training (AV)</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>• <b><i>Due April 2018</i></b></li> </ul>	<p>Update Chairperson</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>Currently adequate coverage – <u>will need to be reviewed when expansion completed</u></i></li> <li>• <i>Evacuation Drill Scheduled : Monday April 30<sup>th</sup> 0930</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>• Changes to SOVS Footprint</li> <li>• New PC2 lab being designed</li> </ul>	<p>Update from each workgroup representative</p> <p>Management Rep</p>
<p><b>11. Environmental matters</b></p> <ul style="list-style-type: none"> <li>• Refer HS# 19916 (5.5) -Grass growing on level 2 roof-Closed</li> </ul>	
<p><b>12. New business/Business without notice</b></p> <p>-Capital works requests submitted by Dale. Unsafe exposed wiring in skirting boards.</p> <p>-Rodents and spiders in Clinic, need to start logging in online register as ongoing problem.</p> <p>-Broken kids bike outside clinic needs to be removed.</p>	<p>All</p>
<p><b>13. Next meeting and future dates for the year</b></p> <p>Dale will send out invitations.</p>	<p>Chairperson</p>

<b>14. Close of Meeting</b>  <b>11:56am</b>	Chairperson
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Office Bearers:



**Dale W. Larden**  
*Committee Chairperson (x54623)*