## Agenda Item

### 1. Welcome and Apologies

- **PRESENT:** DL, FS, KGW, KD, TK, PZ, BBC, AV, KW, DS
- **ABSENT:** LI.

### Report from

Chairperson
2. Approval of Minutes *(OWHS-004M-026)* from previous meeting held:  
16/03/2018  
-Accepted.  

3. Action items and matters arising from the previous meeting  

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1. Brian Cheng to discuss online RA with Muhhamad</td>
<td>Nothing produced yet - Ongoing, meeting planned. (BBC)</td>
</tr>
<tr>
<td>3.2. Michelle Wanandy to complete 1st aid training</td>
<td>Completed, will send Dale certificate (KD)</td>
</tr>
<tr>
<td>3.4. Kath Watt to complete Warden Training.</td>
<td>Enrolling - in progress. (KW)</td>
</tr>
<tr>
<td>3.5. Ajay to complete Hazardous Substance Spill Training</td>
<td>Completed (AV)</td>
</tr>
<tr>
<td>3.6. Brian to address ORLAB Action items</td>
<td>In Progress now (BBC)</td>
</tr>
<tr>
<td>3.7. Removal of gas bottle</td>
<td>Completed by Dale. (DWL)</td>
</tr>
<tr>
<td>3.8. Replacement of Epipens and Ventolin in 1st aid kits</td>
<td>Dale has replaced Ventolin, world wide shortage on Epipens at present, expired ones will stay until stock arrives. (DWL)</td>
</tr>
<tr>
<td>3.9 Broken bike outside clinic to be removed</td>
<td>Has been removed. (TK)</td>
</tr>
<tr>
<td>3.10 Spider and Rodent infestations to be logged online</td>
<td>Pest control has been applied in effected areas for specific pests -Will be maintained every 3 months. (DWL)</td>
</tr>
</tbody>
</table>

4. Communication In and Out  

<table>
<thead>
<tr>
<th>Communication</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 HSE Coordinator Report April 2018</td>
<td></td>
</tr>
<tr>
<td>4.2 HSE Newsletter May 2018</td>
<td></td>
</tr>
<tr>
<td>4.3 Draft Faculty of Science WHS Plan additional objectives 2018</td>
<td></td>
</tr>
</tbody>
</table>

Chairperson or Secretary
5. **Review of Hazards & Incidents Reported**

- **Issue #19807 (HZ-Electrical) – closed**
  - Mess of cords in Ant lab, Dale and Paul have addressed

- **Issue #19599 (HZ-Housekeeping) – submitted**

- **Issue #19600 (HZ-Housekeeping) – submitted**

- **Issue #19605 (HZ-Chemical Exposure) – submitted**

- **Issue #20230 (HZ – SLTF – Lighting) – Closed**
- **Issue #20302 (HZ – SLTF – Lighting) – Closed**

- **Issue #20208 (HZ – Electrical) – In Progress**
- **Issue #20206 (HZ – SLTF – Cables) – In Progress**
  - Capital works requests, Still awaiting reply.

- **Issue #20341 (Incident) – Closed**
  - Dispensing lab fumes, Dale has spoken to relevant people regarding using different lens materials until new Lab is available.

6. **Workplace Inspections**

6.1 Progress on completion of School/Unit Workplace Inspections
- Due November/December/January 2018/2019 – all newly refurbished areas to be inspected by committee task force

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

6.3 Progress on completion of Inspection, testing and monitoring schedule
  - BSC Due for calibration (AV) (last completed 16.03.17)
  - Autoclaves – FM 2.009 repaired (May 2018)
### 7. WHS Training Update

7.1 Progress on new workers who have completed mandatory WHS training
   - New workers complete
   - 49% on HSEAWA ; 40% on Ergonomics ??
   - Updated staff list sent to Lance
     - Dale will speak to Lance to update list - Updated list of ergonomics and online training sent through

7.2 Kay Dulhunty has completed Mental Health First Aid
   - Completed

7.3 Any other training needs
   - M. Wanandy to complete 1st aid training - Completed
   - Jasmine Larden; Tracy Kane; DWL to do redo 1st aid course
     - DWL and JKL completed April 3rd
     - TK still pending
   - Hazardous Substance and Spills Training (AV) - Completed

### 8. Progress on completion of online Self Audit Tool (SAT)

8.1 Review schedule for completion of online SAT tool by schools/units -
   - Due April 2018 – underway
   - Dale now Completed

### 9. First aid, Emergency and Security Arrangements

9.1 Review availability of First Aid Officers and Fire Wardens in all work areas
   - Currently adequate coverage – will need to be reviewed when expansion completed
   - Evacuation Drill Scheduled: Friday May 18th 0930 – (April drill cancelled due to weather)
10. Changes to Workplace

- Changes to SOVS Footprint
- New PC2 lab being designed

Update from each workgroup representative

Management Rep

11. Environmental matters

- Nil to report

12. New business/Business without notice

- New my staff profile Page – **Health and safety Tab must be added manually?**

- **New action Item:** Sample hoodie thefts outside lift on level 2. Dale to install decoy security cameras over break.

13. Next meeting and future dates for the year

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>17/8/2018</td>
</tr>
<tr>
<td>23/11/2018</td>
</tr>
</tbody>
</table>

Chairperson

14. Close of Meeting

**11:50 am 11/05/2018**

Chairperson

Office Bearers:
Dale W. Larden
Committee Chairperson (x54623)