

HS635

Level 3 HS Committee Minutes

OWHS- 004M-027



UNSW
AUSTRALIA

FACULTY of SCIENCE
SCHOOL of OPTOMETRY and VISION SCIENCE

Date	11th May 2018
Time	11:00 – 12:00
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) Tracy Kane (TK) – Management Rep (Level 1) 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	<ul style="list-style-type: none">• Minutes to previous meeting (OWHS-004M-026) – held 16/03/2018
Tabled Material	<ul style="list-style-type: none">• Science HSW Coordinator Report April 2018• HSE Newsletter May 2018• Draft Faculty of Science WHS Plan Additional objectives 2018
Agenda Item	Report from
1. Welcome and Apologies <ul style="list-style-type: none">• PRESENT : DL, FS, KGW, KD, TK, PZ, BBC, AV, KW, DS • ABSENT: LI.	Chairperson

<p>2. Approval of Minutes (OWHS-004M-026) from previous meeting held: 16/03/2018 -Accepted.</p>	<p>Chairperson</p>
<p>3. Action items and matters arising from the previous meeting</p> <p>3.1. Brian Cheng to discuss online RA with Muhhamad - Nothing produced yet- Ongoing, meeting planned.</p> <p>3.2 Michelle Wanandy to complete 1st aid training - Completed, will send Dale certificate</p> <p>3.4. Kath Watt to complete Warden Training. - Enrolling- in progress.</p> <p>3.5. Ajay to complete Hazardous Substance Spill Training - Completed</p> <p>3.6. Brian to address ORLAB Action items - In Progress now</p> <p>3.7. Removal of gas bottle - Completed by Dale.</p> <p>3.8. Replacement of Epipens and Ventolin in 1st aid kits - Dale has replaced Ventolin, world wide shortage on Epipens at present, expired ones will stay until stock arrives.</p> <p>3.9 Broken bike outside clinic to be removed - Has been removed.</p> <p>3.10 Spider and Rodent infestations to be logged online - Pest control has been applied in effected areas for specific pests -Will be maintained every 3 months.</p>	<p>(BBC)</p> <p>(KD)</p> <p>(KW)</p> <p>(AV)</p> <p>(BBC)</p> <p>(DWL)</p> <p>(DWL)</p> <p>(DWL)</p> <p>(TK)</p>
<p>4. Communication In and Out</p> <p>4.1 HSE Coordinator Report April 2018</p> <p>4.2 HSE Newsletter May 2018</p> <p>4.3 Draft Faculty of Science WHS Plan additional objectives 2018</p>	<p>Chairperson or Secretary</p>

<p>5. Review of Hazards & Incidents Reported</p> <p>5.1 Issue #19807 (HZ-Electrical) – <i>closed</i> - Mess of cords in Ant lab, Dale and Paul have addressed</p> <p>5.2 Issue #19599 (HZ-Housekeeping) – <i>submitted</i></p> <p>5.3 Issue #19600 (HZ-Housekeeping) – <i>submitted</i></p> <p>5.4 Issue #19605 (HZ-Chemical Exposure) – <i>submitted</i></p> <p>5.5 Issue #20230 (HZ – SLTF – Lighting) – <i>Closed</i></p> <p>5.6 Issue #20302 (HZ – SLTF – Lighting) – <i>Closed</i></p> <p>5.7 Issue #20208 (HZ – Electrical) – <i>In Progress</i></p> <p>5.8 Issue #20206 (HZ – SLTF – Cables) – <i>In Progress</i> - Capital works requests, Still awaiting reply.</p> <p>5.9 Issue #20341 (Incident) – <i>Closed</i> - Dispensing lab fumes, Dale has spoken to relevant people regarding using different lens materials until new Lab is available.</p>	<p>Update from each workgroup representative</p>
<p>6. Workplace Inspections</p> <p>6.1 Progress on completion of School/Unit Workplace Inspections • <i>Due November/December/January 2018/2019 – all newly refurbished areas to be inspected by committee task force</i></p> <p>6.2 Progress on completion of Electrical testing and tagging schedule • <i>Ongoing per schedule and on request</i></p> <p>6.3 Progress on completion of Inspection, testing and monitoring schedule • <i>BSC Due for calibration (AV) (last completed 16.03.17)</i> • <i>Autoclaves – FM 2.009 repaired (May 2018)</i></p>	<p>Update from each workgroup representative</p>

<p>7. WHS Training Update</p> <p>7.1 Progress on new workers who have completed mandatory WHS training</p> <ul style="list-style-type: none"> • <i>New workers complete</i> • <i>49% on HSEAWA ; 40% on Ergonomics ??</i> • <i>Updated staff list sent to Lance</i> <p>- <i>Dale will speak to Lance to update list -Updated list of ergonomics and online training sent through</i></p> <p>7.2 Kay Dulhunty has completed Mental Health First Aid</p> <p>- <i>Completed</i></p> <p>7.3 Any other training needs</p> <ul style="list-style-type: none"> • <i>M. Wanandy to complete 1st aid training- Completed</i> • <i>Jasmine Larden; Tracy Kane; DWL to do redo 1st aid course DWL and JKL completed April 3rd TK still pending</i> • <i>Hazardous Substance and Spills Training (AV)- Completed</i> 	<p>Update from each workgroup representative</p>
<p>8. Progress on completion of online Self Audit Tool (SAT)</p> <p>8.1 Review schedule for completion of online SAT tool by schools/units -</p> <ul style="list-style-type: none"> • <i>Due April 2018 – underway</i> <p>- <i>Dale now Completed</i></p>	<p>Update Chairperson</p>
<p>9. First aid, Emergency and Security Arrangements</p> <p>9.1 Review availability of First Aid Officers and Fire Wardens in all work areas</p> <ul style="list-style-type: none"> • <i>Currently adequate coverage – <u>will need to be reviewed when expansion completed</u></i> • <i>Evacuation Drill Scheduled: Friday May 18th 0930 – (April drill cancelled due to weather)</i> 	<p>Update from each workgroup representative</p>

<p>10. Changes to Workplace</p> <ul style="list-style-type: none"> • Changes to SOVS Footprint • New PC2 lab being designed 	<p>Update from each workgroup representative</p> <p>Management Rep</p>
<p>11. Environmental matters</p> <ul style="list-style-type: none"> • <i>Nil to report</i> 	
<p>12. New business/Business without notice</p> <ul style="list-style-type: none"> • <i>New my staff profile Page – Health and safety Tab must be added manually?</i> - New action Item: Sample hoodie thefts outside lift on level 2. Dale to install decoy security cameras over break. 	<p>All</p>
<p>13. Next meeting and future dates for the year</p> <p>17/8/2018</p> <p>23/11/2018</p>	<p>Chairperson</p>
<p>14. Close of Meeting 11:50 am 11/05/2018</p>	<p>Chairperson</p>

Office Bearers:



Dale W. Larden
Committee Chairperson (x54623)