

HS635

Level 3 HS Committee Minutes

OWHS- 004M-029



UNSW
AUSTRALIA

FACULTY of SCIENCE
SCHOOL of OPTOMETRY and VISION SCIENCE

Date	29th November 2018
Time	14:00 – 14:45
Place	Level 3; RMB North – Room 3.012
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) Revathy Mani (RM) – Postgrad/Student Rep Lance Islip (LI) – Faculty HSE Coordinator
Preparation Notes	<ul style="list-style-type: none">• Minutes to previous meeting (OWHS-004M-028) – held 31/08/2018
Tabled Material	<ul style="list-style-type: none">• HSE Newsletter November 2018• Science HS Report September 2018• HSE Co-Ordinator Report November 2018
Agenda Item	Report from
1. Welcome and Apologies 2. Present: DWL BCC; KD; AV Absent: FS; PZ; KGW; KW; TK; RM	Chairperson

<p>3. Approval of Minutes (OWHS-004M-028) from previous meeting held: 31/08/2018</p> <p>Approved</p> <p>-</p>	<p>Chairperson</p>
<p>4. Action items and matters arising from the previous meeting</p> <p>4.1 Kath Watt completed online warden training – certificate forwarded? Still to be forwarded</p> <p>4.2 Replacement of epipens Epipens still out of stock – expire quickly, relatively expensive (LI) not legislatively required to have epipens or Ventolin in first aid kits – we should have though due to staff with allergies – Px receiving diagnostic eye drops plus children on premises</p> <p>4.3 Spider and Rodents – update No update provided</p> <p>4.4 Training matrix update – (Lance) (Refer 8.1) Has now been updated – to remove abhorrent staff</p> <p>4.5 WSI – New areas Inspected by committee – due again January 2020</p>	<p>(KW)</p> <p>(DWL)</p> <p>(TK)</p> <p>(LI/DWL)</p> <p>(DWL)</p>
<p>5 Communication In and Out</p> <p>5.1 HSE Coordinator Report November 2018</p> <p>5.2 Science H&S Report September 2018</p> <p>5.3. Science HS Newsletter 2018</p>	<p>Chairperson or Secretary</p>

<p>6 Review of Hazards & Incidents Reported</p> <p>6.1 Issue #21061 (Environment) – Closed</p> <p>- Pigeons outside clinic- Facilities working on it.</p> <p>6.2 Issue #21137 (HZ – SLTF – lighting) – Closed</p> <p>6.3 Issue #21137 (HZ – SLTF – Slippery Surface) – Closed Water on floor in toilets – level 2</p> <p>6.4. Issue #21304 (Hz-Air Quality) – Closed Fume hood - ORLAB</p>	<p>Update from each workgroup representative</p>
<p>7 Workplace Inspections</p> <p>7.1 Progress on completion of School/Unit Workplace Inspections</p> <ul style="list-style-type: none"> • <i>Due November/December/January 2018/2019 – all newly refurbished areas to be inspected by committee task force</i> <p>7.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> • <i>Ongoing per schedule and on request</i> <p>Ongoing – new tagging required in new areas</p>	<p>Update from each workgroup representative</p>

<p>8 WHS Training Update</p> <p>8.1 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 – still pending</i> <p><i>Optometry now tracking well – to be confirmed in next years report</i></p> <p>8.2 Any other training needs</p> <ul style="list-style-type: none"> • <i>Tracy Kane to complete 1st aid training</i> <i>No update provided</i> 	<p>(DWL)</p>
<p>9 Progress on completion of online Self Audit Tool (SAT)</p> <p>9.1 Review schedule for completion of online SAT tool by schools/units</p> <p>-</p> <ul style="list-style-type: none"> • <i>Due April 2018 – COMPLETED</i> <i>Due again April 2019</i> 	<p>Update Chairperson</p>
<p>10 First aid, Emergency and Security Arrangements</p> <p>10.1 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 ‘Desk Exercise’ rescheduled until next year</i> 	<p>Update from each workgroup representative</p>
<p>11 Changes to Workplace</p> <ul style="list-style-type: none"> • <i>Changes to SOVS Footprint – now generally completed</i> • <i>Ongoing building works – AOP to be renovated in 2019</i> • <i>PC2 lab now commissioned – AV now inducting personnel/ access to be limited to those inducted</i> • <i>New HoS – Lisa Keay to join team in 2019</i> 	<p>Update from each workgroup representative</p> <p>Management Rep</p>

<p>12 Environmental matters</p> <ul style="list-style-type: none"> • <i>Pigeon Infestation REFER: Issue 21061- CLOSED</i> <i>Has not progressed – Andrew Harris no longer resp. for M15</i> 	
<p>13 New business/Business without notice</p> <p>KD – problems with pedestrian crossing on Barker Street ((LI) Council/RMS Issue)</p>	All
<p>14 Next meeting and future dates for the year</p> <p>TBC One meeting to be held at approximately end of each quarter</p>	Chairperson
<p>15 Close of Meeting Meeting closed 14:53</p>	Chairperson

Office Bearers:



Dale W. Larden

Committee Chairperson (x54623)