## 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

- Minutes to previous meeting (OWHS-004M-028) – held 31/08/2018

## Tabled Material

- HSE Newsletter November 2018
- Science HS Report September 2018
- HSE Co-Ordinator Report November 2018

<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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<td>2. Present: DWL BCC; KD; AV</td>
<td>Absent: FS; PZ; KGW; KW; TK; RM</td>
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Date: 29th November 2018

Time: 14:00 – 14:45

Place: Level 3; RMB North – Room 3.012
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<tr>
<td><strong>3. Approval of Minutes (OWHS-004M-028) from previous meeting held:</strong></td>
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<td>Chairperson</td>
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<td></td>
<td><strong>31/08/2018</strong></td>
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<td><strong>Approved</strong></td>
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<td><strong>4. Action items and matters arising from the previous meeting</strong></td>
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<tr>
<td><strong>4.1 Kath Watt completed online warden training – certificate forwarded?</strong></td>
<td></td>
<td>(KW)</td>
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<td></td>
<td>Still to be forwarded</td>
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<td><strong>4.2 Replacement of epipens</strong></td>
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<td>(DWL)</td>
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<td>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</td>
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<td><strong>4.3 Spider and Rodents – update</strong></td>
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<td>(TK)</td>
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<td></td>
<td>No update provided</td>
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<td><strong>4.4 Training matrix update – (Lance) (Refer 8.1)</strong></td>
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<td>(LI/DWL)</td>
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<td>Has now been updated – to remove abhorrent staff</td>
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<td><strong>4.5 WSI – New areas</strong></td>
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<td>(DWL)</td>
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<td>Inspected by committee – due again January 2020</td>
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<td><strong>5 Communication In and Out</strong></td>
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<td>Chairperson or Secretary</td>
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<tr>
<td><strong>5.1 HSE Coordinator Report November 2018</strong></td>
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<tr>
<td><strong>5.2 Science H&amp;S Report September 2018</strong></td>
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<td><strong>5.3. Science HS Newsletter 2018</strong></td>
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6  **Review of Hazards & Incidents Reported**

6.1 Issue #21061 (Environment) – **Closed**
- Pigeons outside clinic - Facilities working on it.

6.2 Issue #21137 (HZ – SLTF – lighting) – **Closed**

6.3 Issue #21137 (HZ – SLTF – Slippery Surface) – **Closed**
  *Water on floor in toilets – level 2*

6.4. Issue #21304 (Hz-Air Quality) – **Closed**
  *Fume hood - ORLAB*

7  **Workplace Inspections**

7.1 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*

7.2 Progress on completion of Electrical testing and tagging schedule
  - *Ongoing per schedule and on request*
  *Ongoing – new tagging required in new areas*

Update from each workgroup representative
### WHS Training Update

8.1 Progress on new workers who have completed mandatory WHS training
- **New workers complete**
- **49% on HSEAWE; 40% on Ergonomics??**
- **Updated staff list sent to Lance – still pending**

*Optometry now tracking well – to be confirmed in next years report*

8.2 Any other training needs
- **Tracy Kane to complete 1st aid training**
  *No update provided*

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

9.1 Review schedule for completion of online SAT tool by schools/units
- **Due April 2018 – COMPLETED**
  *Due again April 2019*

### First aid, Emergency and Security Arrangements

10.1 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 ‘Desk Exercise’ rescheduled until next year**

### Changes to Workplace

- **Changes to SOVS Footprint – now generally completed**
- **Ongoing building works – AOP to be renovated in 2019**
- **PC2 lab now commissioned – AV now inducting personnel/ access to be limited to those inducted**
- **New HoS – Lisa Keay to join team in 2019**
12 Environmental matters

- *Pigeon Infestation* REFER: Issue 21061- **CLOSED**
  
  *Has not progressed – Andrew Harris no longer resp. for M15*

13 New business/Business without notice

**KD – problems with pedestrian crossing on Barker Street ((LI) Council/RMS Issue)**

14 Next meeting and future dates for the year

**TBC**

*One meeting to be held at approximately end of each quarter*

15 Close of Meeting

Meeting closed 14:53

Office Bearers:

**Dale W. Larden**

*Committee Chairperson (x54623)*