Agenda Items:

1. Welcome and Apologies
   - PRESENT: DL, KG, K, KW, PZ, BC
   - ABSENT: FS, PY, AV

2. Previous Minutes
   - Adopted.

3. Action Items Arising from Previous Meeting
   - Field work guidelines for Preceptorship programs. Michelle has produced field work plan authorisation form.
   - Aircon issue was resolved - Total aircon replacement now underway.
   - 3rd year tonometry practice, potential for injury from student (after washing hands) turning and bumping hand of student examining eye. More education on spatial awareness to be administered.

4. WHS Committee Structure – Function

   New committee structure:
   - New members Kathleen Watt and Brian Cheng
   - Vanessa Honson and Tracy Kane have left committee.
5. **Workplace Incidents and Hazards**

   - Patient in student clinic fainted and broke nose. First aid administered by clinic staff. Kath updating clinic protocols/standard operating procedures.
   
   - Student injured ankle (fell) whilst changing seats in Keith Burrows theatre. Student was left outside Orlab office where first aid was administered by Orlab staff. Security notified and ambulance arranged.

6. **SafeSys**

   - New website for risk assessments and safe work procedures.  
     [https://safesys.unsw.edu.au](https://safesys.unsw.edu.au)

7. **WSI**

   - Aim to complete Dec-Feb each year. Still waiting to receive some Completed WSI forms from staff on Level 3.

8. **WHS Related Training**

   - Ajay believed to have enrolled in WHS Committee Training and Fire Warden. Not present will ask next meeting.
   
   - Katherine Wong completed first aid, will give certificate to Dale.
   
   - Brian to enrol in WHS Committee Training
   
   - All supervising staff other than Kath and Dale needs to complete WHS supervisor training half day.

9. **ECO Update**

   - DWL to Approach Jasmine for training as Deputy Chief
   
   - Brian to be trained as warden for optometry part of OMB.

10. **Business Without Notice**

    - Kathleen Watt now HOSAC WHS Representative.
    
    - BBC to enrol in warden training for OMB
    
    - Induction booklet dissemination (5 copies to Kay – 30 to Kath)
    
    - Air-Con leak in optom staff room – DWL to follow up with Mark Field

11. **Meeting Close - Future Meetings**

    - Scheduled for 31st May 2016 - Invites will be sent.