

**Distribution:** Fiona Stapleton (FS); Dale Larden (DL); Kathleen Watt(KG); Kay Dulhunty (KD), Ajay Vijay (AV); Katherine Wong (KW); Paul Zytnik (PZ); Brian Cheng (BC); Praveen Yerramothu (PY)

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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.**
- **3<sup>rd</sup> 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>

## 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 31<sup>st</sup> may 2016 - Invites will be sent.