

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); Lance Islip (LI)

Agenda Items:

1. Welcome and Apologies

- **PRESENT : DL, KG, K, KW, PZ, BC, LI**
- **ABSENT: FS, PY, AV**

2. Previous Minutes

- **Previous Minutes from 15-03-2016 adopted.**

3. Action Items Arising from Previous Meeting

- **(KW) to provide clinic protocols on contact and pharmacologically assisted eye examinations.**
- **Completed.**
- **Air con update. Leak in Optometry clinic office has been rectified. Whole building air con upgrade in progress.**

4. WHS Committee Structure – Function

New committee structure:

- **Same as last meeting with addition of LI**

5. Workplace Incidents and Hazards

- Light switches have been arcing in Pre clinic lab, have been replaced but whole building needs to be looked at for replacement switches. FM will be notified. Not dangerous.
- Slip/Trip hazard in North West stairwell, Puddle on floor on internal stairs coming from fire hydrant, checks had been made by Wormald on hydrant and it had not been turned off properly. FM assist contacted. Wet carpet over in old main building from same issue. Dale will email Carl from Wormald to notify of issues.

6. WSI

- WSI – Update – Most have completed inspections, reminders will be sent for those who have not yet completed. Online PIMS still has problems, sticking with manual system for now.

7. WHS

- (BC) and (KW) Level 3 WHS Consultation course- Aim to complete as soon as courses available.
- (BC) Warden Training –OMB
- (JL) Deputy warden training (potentially)
- (AV) WHS Consultation + Warden, Still to confirm with Ajay- Not present.
- Supervisor Training – Update. Enrolling problems, course won't be delivered for at least 2 months. Person on leave.
- Induction booklets have been provided to Kath and Kay
- Annual CPR refresher to be looked into.
- ECO update – Rupert Myers building is Scheduled for and evacuation on Friday 16th September at 10:30am-

8. Business Without Notice

- Air-Con leak in Optom staff room – DWL to follow up with Mark Field
- 3rd Party WHS audit on the horizon- Potentially around October.
- Lab related Gas regulator safety guidelines and non-hazardous liquid waste disposal procedure have been forwarded on to Ajay and Debarun.
- Taskforce inspection checklist- New program, staff from different schools to inspect different areas/ labs . Dale has provided Lance with list of areas within our building, Labs. No dates as yet.
- Ergonomics, workstations, equipment being purchased for those who need.
- New stickers available from Kay to replace emergency flip charts. Email will be sent around.

9. Meeting Close- Future Meetings

- **Scheduled for September 20th 2016 - Invites will be sent.**