


<p><b>HS635</b></p> <p><b>Level 3 HS Committee Meeting Minutes</b></p> <p><b>OWHS- 004A-021</b></p>	
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**FACULTY of SCIENCE**  
**SCHOOL of OPTOMETRY and VISION SCIENCE**

<b>Date</b>	<b>29<sup>th</sup> November 2016</b>	
<b>Time</b>	<b>14:00 – 15:00</b>	
<b>Place</b>	<b>Level 3; RMB North – Room 3.001</b>	
<b>Agenda Distribution</b>	<p>Dale W. Larden (<b>DL</b>) – Chair</p> <p>Fiona Stapleton (<b>FS</b>) – HoS</p> <p>Kathleen G. Watt (<b>KGW</b>) – Management Rep (Level 1)</p> <p>Kay Dulhunty (<b>KD</b>) – Management Rep (Level 3)</p> <p>Paul Zynnik (<b>PZ</b>) – Elected Rep – (Level 2)</p> <p>Katherine Wong (<b>KW</b>) – Elected Rep (Level 1/3)</p> <p>Ajay Vijay (<b>AV</b>) – Elected Rep (Level 2 – Laboratories)</p> <p>Brian Cheng (<b>BC</b>) – Elected Rep (OMB)</p> <p>Emma Gibson (<b>EG</b>) – Postgrad/Student Rep</p> <p>Lance Islip (<b>LI</b>) – Faculty HSE Coordinator</p>	
<b>1. Welcome and Apologies</b>	<ul style="list-style-type: none"> <li>• <b>PRESENT : DL, FS, KGW, KD, AV, BC, RP LI,</b></li> <li>• <b>ABSENT: EG- Rajini Peguda (RP) representing</b></li> </ul>	Chairperson
<b>2. Minutes (SOVS-OHS-004-B-020) from previous meeting held:</b>	<p><b>20<sup>th</sup> September 2016; 1400-1500- Adopted</b></p>	Chairperson

<p><b>3. Action items and matters arising from the previous meeting</b></p> <p>3.1 Ajay to Contact Marnie RE Warden Training Record  <b>-Training record obtained and emailed to Dale</b></p> <p>3.2 Kathleen Watt to enroll in WHS Consultation Course  <b>-Training completed. Awaiting certificate</b></p> <p>3.3 Kathleen Watt to enroll in Warden Course  <b>-To enroll in near future (2017)</b></p> <p>3.4 Brian Cheng to enroll in WHS Consultation Course  <b>-Completed</b></p> <p>3.5 Smoke detectors require un-taping by aircon contractors  <b>-Completed by Wormald</b></p> <p>3.6 Supervisor Training to be conducted informally in-lieu of UNSW training being made available  <b>Dale to liaise with Lance to potentially arrange group Supervisor training in Feb 2017</b>  <b>*Ajay still unable to enroll in WHS Consultation course, will email Lance directly in regards to course availability.</b></p>	<p>(AV)</p> <p>(KW)</p> <p>(KW)</p> <p>(BC)</p> <p>(DL)</p> <p>(LI) (DL)</p>
<p><b>4. Communication In and Out</b></p> <p>4.1 October Health and Safety Newsletter  <b>Presented</b></p>	<p>Chairperson or Secretary</p>
<p><b>5. Review of Hazards &amp; Incidents Reported</b></p> <p>5.1 Issue # 16603 (ergonomics)- <b>Postgraduate supplied with ergonomic vertical mouse to assist with wrist issues.</b></p> <p>5.2 Issue # 16605 (ergonomics)- <b>Split keyboards issued.</b></p>	<p>Update from each workgroup representative</p>

<p>5.3 Issue # 16606 (ergonomics)- <b>Ergonomic Foot rests issued.</b></p> <p><b>Dale will follow up with Anne in regards to above mentioned issues to see if resolved.</b></p> <p>5.4 Clinic Security Incident (14/11/16)</p> <ul style="list-style-type: none"> <li>- <b>Security called to assist removing angry patient from clinic + theft- Pending further discussion on both once resolution reached.</b></li> </ul>	
<p><b>6. Workplace Inspections</b></p> <p>6.1 Progress on completion of School/Unit Workplace Inspections New Calendar Reminder System</p> <ul style="list-style-type: none"> <li>- <b>Ongoing as always- Some due from clinic again. Dale has created a calendar from which he will send email reminders to managers as WHS inspections are due.</b></li> </ul> <p><b><i>Issue#: 16733 (Inspection 305)- Test and Tag issue - resolved</i></b></p> <p><b><i>Issue#:16732 (Inspection 304)- Test and Tag issue- resolved</i></b></p> <p>6.2 Progress on completion of Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> <li>-<b>Continual and ongoing- Risk assessment has been completed for desktop computers in a non-hostile environment, it is determined that desktop pc's in such areas no longer need regular tagging if not moved, visual yearly WHS inspection still applies.</b></li> </ul>	<p>Update from each workgroup representative</p>

<p>6.3 Progress on completion of Inspection, testing and monitoring schedule.</p> <p><b>-Autoclaves and fume hood inspected by FM Assist.</b></p> <p><b>-Biological safety cabinet still decommissioned awaiting production of suitable table.</b></p> <p><b>-PC1/2 status of lab a subject for further discussion.</b></p> <p><b>-Lab emergency shower flow rate has been tested recently- Ok</b></p>	
<p><b>7. WHS Training Update</b></p> <p>7.1 -Progress on new workers who have completed mandatory WHS training.</p> <p><b>-Training matrix has been developed and will put on J drive along with training list from Lance.</b></p> <p>7.2 Progress on completion of "Supervisor's training"</p> <p><b>-Individuals to complete. Any problems enrolling in training email Marnie or Lance.</b></p> <p>7.3 Any other training needs</p>	<p>Update from each workgroup representative</p>

<p><b>8. Progress on completion of online Self Audit Tool (SAT)</b></p> <p>8.1 Review schedule for completion of online SAT tool by schools/units - <b>completed 27/04/2016.</b> –  <b>-Fine other than training for supervisors previously discussed. Dale will complete again in Feb.</b></p>	<p>Update Chairperson</p>
<p><b>9. First aid, Emergency and Security Arrangements</b></p> <p>Review availability of First Aid Officers and Fire Wardens in all work areas.</p> <p><b>-Nicola suggested to complete First Aid Training.</b>  <b>-Fiona Anderson to complete training again.</b></p>	<p>Update from each workgroup representative</p>
<p><b>10. Changes to Workplace</b></p> <p>10.1 Aircon Update (DL)</p> <p>- <b>Essentially finished on our side of building(North Wing)- Not yet finalised- mid December</b></p> <p>10.2 New Workstations in School Office (KD)</p> <p><b>-Workstation checklists still need completing. Dale to email Kay names.</b></p>	<p>Update from each workgroup representative</p> <p>Management Rep</p>
<p><b>11. Environmental matters</b></p> <p><b>None to Report</b></p>	
<p><b>12. New business/Business without notice</b></p> <p>- <b>School Questionnaire. Dale to complete.</b></p>	<p>All</p>

<p>12.1 External Audit Report</p> <p><b>- Audit to be determined. Lance has sent through the suggested dates through.</b></p>	
<p><b>13. Next meeting and future dates for the year</b></p> <p><b>-Sometime around Feb 2017- To be determined. Team will be notified.</b></p>	Chairperson
<p><b>14. Close of Meeting</b></p>	Chairperson

Office Bearers:

**Dale W. Larden**

*Committee Chairperson (x54623)*

Related document: HS337 HS Consultation Procedure