

**THE UNIVERSITY OF NEW SOUTH WALES  
FACULTY OF MEDICINE  
SCHOOL OF PUBLIC HEALTH AND COMMUNITY MEDICINE &  
OFFICE OF THE DEAN**

**Minutes for OHS Committee meeting to be held on  
Monday 8 December 2008, 2.30pm, Room 241, Level 2, Samuels Bldg.**

<b>Day</b>	Monday 8 December 2008	
<b>Place</b>	Room 241, Level 2, Samuels Building	
<b>Time</b>	2.30pm	
<b>Notes</b>		
<b>Agenda item</b>	<b>Action</b>	
<b>1. Attendance: Jacqui Miller, Husna Razee, Anil Prakash, Sarah Ford, Alan Hodgkinson, Denise Tsiros, Michelle Sams, Anita Heywood, Karin Banna, Richard Szczepanski, Karen Walker</b> <b>Welcome to new members: Anil Prakash, Husna Razee, Michelle Sams, Anita Heywood</b>		
<b>2. Confirmation of the Minutes of the previous meeting held: 25 September 2008</b>	Minutes Accepted	
<b>3. Action items and matters arising from the previous meeting</b> <i>Pending items:</i>		
<b>3.1. Safe Work Procedures, i.e. use of copier, trolley, hot water in kitchen, manual handling, OOS: - pending</b>		
<b>3.3. 2008 Workplace inspections: see point 7.1</b>		
<b>3.4. Visitor's policy: Requires endorsement by Head of School.</b>	<b>Jacqui:</b> to review policy and present to Head of School	
<b>3.5. Staff Induction: OHS induction form to be included in induction for new staff.</b>	<b>Karin:</b> Email OHS induction checklist to Anil	
<b>3.6. Constitution review: pending.</b>		
<b>3.7. Committee Membership: See point 14.2.</b>		
<b>3.8. Staff competency profiles: pending. Priority task for 2009.</b>	<b>Jacqui:</b> to identify standard OHS training requirements for managers, supervisors and other staff. Refer to next OHS committee for course of action.	
<b>3.9. Shared OHS documents: access for members.</b> Karsten has established new folder for OHS matters on server N:\SPHCM\SPHCM-Share\SPHCM-OH&S_Info SPHCM staff have access. Access has also been given to Karen Walker, Sarah Ford and Denise Tsiros	<b>Karin:</b> Transfer OHS related files to the server and speak to Karsten about arranging access for Anita Heywood	
<b>3.10. Document Custodian: Jacqui Miller is custodian.</b>	<b>Jacqui:</b> Review documents/system setup by Lynn Chin. Establish	

	a plan for distribution of tasks amongst staff.
<b>3.11. Fire Wardens and SECO.</b> See point 9.	
<b>4. Correspondence In &amp; Out</b> 4.1 4 <sup>th</sup> Quarterly Report from SPHCM: due end of January 2009	<b>Jacqui:</b> to prepare report.
<b>5. Standing items</b> Report from Richard Szczepanski, Faculty OHS Coordinator <i>Items from L1 &amp; L2 Committees; Changes to OHS legislation/standards; Changes to OHS policy, procedure, guidelines</i> 5.1.The next Level 2 meeting will be held on 11 <sup>th</sup> Dec 2008 5.2.Faculty OHS implementation is progressing with an increase of 72% to 78% implementation complete across the faculty. 5.3.Frank Jones' paper on Faculty of Medicine tagging and testing at the Technet conference was received well. 5.4.Noel Arnold's survey of OHS was tabled on 4 <sup>th</sup> November. Results will be released once actions are determined. Recommendations: online systems (funding is under negotiation); interface with myUNSW; generic training needs analysis across UNSW, revision of incident and hazard report forms to 2 pages. These will be distributed for consultation; administrative training for training records to reduce discrepancies. 5.5.Training dates for 2009 will be posted on the OHS Training page once confirmed. 5.6.New OHS training room - LG07 in AGSM 5.7.Data for slips, trips and falls across UNSW is available. Medicine had 10 for 2008 yet costs less than other faculties. A high proportion occurred off-site. 5.8. UNSW is liaising with CCIA re: OHS for the new Lowy building. 5.9.Workcover has issued nine improvement notices to Engineering and Material Sciences following employee reports	
<b>6. Progress on OHSMS Implementation Plan</b> Refer to Agenda Item 3 for update on action items.	
<b>7. Inspection, Testing &amp; Monitoring (including scheduling, and review of corrective actions)</b>  <b>7.1.Workplace OHS inspections 2009:</b> 7.1.1. One inspection per year required for areas that are not considered high risk. OHS representatives should be involved in advising re: relocations or seeking advice from committee 7.1.2. CHI, CPHCE, Clinical Skills Lab, 30 Botany St completed. Report for CPHCE received. Others still pending. CCG, L2 and L3 Samuels Building yet to be inspected.	<b>Jacqui and Michelle:</b> to complete inspection of CCG and L2/L3 Samuels  <b>Committee:</b> report on schedule of re-locations at each OHS committee meeting.

<p><b>7.2. Update Corrective Action Register following inspections:</b> A central corrective action register should be maintained and tabled at each committee meeting to identify those that need to be updated</p>	
<p><b>7.3. Electrical testing and tagging 2009:</b> Second round will be finished mid-2009. Third round will then commence.</p>	
<p><b>8. OHS Training Program</b>        8.1 Training Plan for 2009:            8.1.1 New committees need to complete the OHS consultation course. The first available course is in Feb 2009.            8.1.2 OHS Awareness courses should be part of induction. Dates for Med Fac specific courses are yet to be confirmed.            8.1.3 OOS and manual handling workshop scheduled 4<sup>th</sup> Feb        8.2 <b>First Aid Training:</b> Karen Walker and Joanna T will attend first aid training. Michelle Sams has completed training</p>	<p><b>Karen W:</b> Contact Karen Winter to setup regular email identifying commencing and departing staff to Karen W and Anil;  <b>Karin:</b> Email notice about the workshop to committee to forward to staff in each area.  <b>Committee:</b> Email Richard expected numbers for OHS Awareness and Risk Assessment Training in 2009.</p>
<p><b>9. First aid, emergency and security</b>  <b>9.1. AGSM:</b> Fiona Morphatt is the new SECO. The first fire drill was held. Sarah Ford, Shane Pascoe and Rachel Laws are fire wardens and Mark Harris is the first aid officer.  <b>9.2. Samuels Bldg:</b> SECO and 2 deputies yet to be confirmed. Engineering and Science yet to respond. Christine Rousselis nominated to represent the School but has withdrawn her nomination in the absence of SECO/Deputy SECOs from the other Schools in the building. Michelle Sams is a new first aid officer..</p>	<p><b>Richard:</b> Contact other Faculties in Samuels Building re: SECO and deputy SECO.  <b>Jacqui:</b> Update local register and emergency personnel list, post on OHS site and send to Anil.  <b>Anil:</b> Contact Karl to update and print signs.  <b>Karen W:</b> Confirm SECO for Dean's Office/Wallace Wurth  <b>Committee:</b> check on security website for appropriate first aid kits for different areas.</p>
<p><b>10. Changes to workplace</b>        10.1 <b>Relocation of staff in 2009:</b> CHI and Dean's Office relocation postponed to second half of 2009</p>	
<p><b>11. Hazard and Incident Reports and Review:</b> none received.</p>	
<p><b>12. Corrective Actions Register Review and Update:</b>        12.1. Non-commercial buildings eg 24 Arthur St do not need Fire Wardens but should agree on an evacuation procedure. Workplace.</p>	<p><b>Jacqui:</b> Check workplace inspection reports and electrical testing reports to identify corrective</p>

	actions to be reported at next meeting.
<b>13. OHS Hazard and Risk Register Review and Update:</b> none received.	
<b>14. New business</b> <i>Actions arising from the OHS Implementation Plan 2007</i>	
<b>14.1 Relocation of offices during 2009:</b> See 7.1.1.	
<b>14.1 Purchasing Policy:</b> The School should follow the UNSW purchasing policy	<b>Jacqui &amp; Anil:</b> Locate purchasing checklist from OHS site and update School procedure for one off items and regular purchases.
14.2 Changes to membership: 14.2.1 Welcome to new members: Anil Prakash, Husna Raze, Michelle Sams, Anita Heywood. 14.2.2 Karin Banna has submitted her resignation from the OHS committee effective end of Dec 2008. Nominations for Secretary open. Option to divide role and/or rotate minute taking role to be discussed.	<b>Karin:</b> Email committee a list of tasks currently carried out by Secretary of committee.
<b>14.3 Rotating committee membership:</b> Defer to next meeting.	
<b>16. Next meeting and future dates for the year</b> <i>Confirm meeting dates for 2009</i>	<b>Jacqui:</b> Re-circulate 2009 meeting dates to committee.
<b>17. Close of Meeting: meeting closed at 3:45pm</b>	

Office Bearers:  
Jacqui Miller  
Chair, School OHS Committee

Karin Banna  
Secretary, School OHS Committee