

**OHS Level 3 Committee
School of Public Health and Community Medicine &
Office of the Dean
Faculty of Medicine, UNSW
Minutes Meeting Tuesday 14th March, 10:30am Room 241,
Samuels Building**

Attendance: Jacqui Miller, Sarah Behman, Richard Szczepanski, Rebecca Caddy, Karin Banna

1. Apologies: Sam Sheridan, Sarah Ford, Alan Hodgkinson, Rosemary Knight, Robin Mok

Resignations: Sonal Bhalla, Michelle Davies

2. Minutes of the previous meeting 30th November were approved.

3. Action items and matters arising from the previous meeting.

3.1. Training dates for 2006 were sent by email to staff earlier this year. Due diligence training schedules have been sent to the Directors of CGPIS and CCG.

3.2. Robin has carried out workplace inspections for 30 Botany St and 10 Arthur St.

Action: Issues and plan of action arising from workplace inspections to be discussed at Level 3 meetings. Ensure that the new Integrated Clinical and Communications Skills Centre at 24 Arthur St is included in the workplace inspection schedule.

3.3. Action carried forward: Jacqui and Karin to commence updating the OHS website

3.4. An OHS update was submitted for inclusion in the SPHCM Dec Newsletter but was not included. It was decided that a more appropriate approach is to include information on the website with brief notices and links in regular Head of School bulletins to the School.

3.5. Action carried forward: Jacqui and Rebecca to discuss and fine-tune Working After Hours Policy before presenting to Head of School.

3.6. Hazard reports re: air conditioning have been submitted.

3.7. Hot water system has been repaired and a trolley is being used for milk delivery.

4. Correspondence

4.1. Letter SPHCM to Gary Peacock regarding air conditioning was tabled.

4.2. UNSW Risk Rating system is under review. An email from Kathy Richardson asking for comment has generated some discussion about changing categories and ordering sections on the form..

Action: RMU Risk Rating form and Safety Science corrections to be circulated to committee for comment within 2 weeks.

5. Standing Item – Report from Richard Szczepanski, Faculty OHS Coordinator

5.1. OHS Risk Assessment Form was tabled.

5.2. Kathy Richardson is developing an operational plan and an strategic framework for OHS at UNSW.

Action: Richard will circulate Operational Plan to committee once corrections have been made by Kathy Richardson.

5.3. A report of 2005 Student accident numbers have been reported to the Level 1 meeting. Of 66 accidents reported for the Faculty of Medicine, 23 were students. Of these, highest numbers were recorded for incidents involving being hit by a moving object, or for chemical exposure. Numbers have increased from 2003 to 2005 but it is believed that this is a result of increased reporting. Vehicle accident reports were higher amongst staff than students. It was noted that most reports to this Level 3 committee are from staff and not from students.

6. Incident Reports

6.1. A report has been sent to Gary Peacock regarding flyscreens at 24 Arthur St.

Action: Jacqui to contact Gary to install flyscreens and check if Zone will cover the cost rather than School. Notify Sarah of outcome.

6.2. Hazard reports and RWS have been submitted repeatedly regarding the air conditioning. A letter from School has been sent to Gary Peacock with 7 or 8 hazard reports attached. This has already been raised at the L2 Committee.

Action: A copy of this letter to be sent to Alan Egan, Director, Facilities Management. Richard to contact Gary Peacock regarding the matter.

6.3. See 6.2

7. Hazard Reporting

7.1. See 6.2

8. Inspection, Testing & Monitoring

8.1. **Workplace inspections:** 10 Arthur St (CCG) should be incorporated into the workplace inspection schedule. Inspections of the second Coogee building was postponed from December 2005 until today (14th March) therefore both buildings will be inspected again in November 2006.

High risk areas such as kitchens should be inspected 3 or 4 times a year. Lower risk areas should be inspected 1 to 2 times a year. Inspections should be carried out in pairs including one person from the work area and one external person. Reports should be submitted to the committee and recorded in the Risk Register.

Action: Jacqui to prepare schedule of work inspections for 2006 and circulate.

8.2. Order forms including numbers of electrical tags required should be sent to Frank Jones. New items need to have next test date noted. Some items will be checked annually and some 5 yearly. It is important that key people are aware of this process, in particular those who order and receive new equipment.

Action: acqui to discuss ordering and number of tags required with Bruce. Sarah will ask the person who orders tags at Coogee to contact Frank.

9. Changes to the Workplace

9.1. Recent changes include:

9.1.1. Re-location of offices Rosemary Knight and Anthony Zwi

9.1.2. Removal of asbestos from ground floor rooms in the Wallace Wurth Building where MCSU is located.

9.1.3. Conversion of 24 Arthur ST (OME) to a skills lab for Undergraduate Medicine students.

Action: Richard will email Jacqui with the name of the person at 24 Arthur St (the new Skills Lab for U/G) to contact about inspections.

9.2. Possible changes/re-locations may result from an administrative audit of the the School commissioned by the Faculty the outcome of which is still pending.

10. Risk register Review - tabled

Action: Inspections reports and Issues in items 6, 7, 8, 9 that identify risk should be included in the Risk Register.

11. Training Update

11.1. In-house OHS Awareness training and injury prevention training are planned for new staff in late April/May and September but depend on having a minimum of 10 participants.

Action: Jacqui to confirm appropriate dates with staff and Postgraduate students. Sarah to notify Coogee staff.

11.2. Risk Assessment Training is required for staff involved in supervising ILP, projects, research student or those preparing grants.

Action: Jacqui to select appropriate staff.

12. First aid, Emergency and Security Issues

12.1. Tessalonica Ho is the new Fire Warden for Level 2 and has undergone training. Doris (a PhD student) has agreed to be a Fire Warden for the Research student area (Room 212) but requires training.

12.2. As a result of thefts in Room 212, the area is now accessible by swipe card only

12.3. Emergency Evacuation Training report has been written and forwarded to the SECO. This should be tabled at Level 3 meetings so that any issues can be addressed.

13. Changes to OHS Legislation, Policies & Procedures

13.1. Dangerous Goods legislation changed in 2005 but does not affect this area.

14. New Business

14.1. Committee membership: There are two resignations from the committee: Sonal Bhalla and Michelle Davies. Karin will now be responsible for taking minutes and maintaining the training register. Appointment of two new committee members is required. It was noted that Effat Khoei (Student OHS Rep) has submitted her PhD and it is expected that she will no longer wish to sit on the committee.
Action: Jacqui will discuss Effat's plans with regards to the committee and a replacement representative. Richard will forward email regarding committee elections from Michelle Price as sample.

14.2. It was noted that if an illness is caused by work, the employee should see a doctor first and explain the circumstances of the illness. The doctor then issues a worker's compensation certificate.

15. Next meeting: 10:30am Tuesday 23rd May 2006, Room 241, Samuels Building.

16. Meeting closed 12:10pm.