

OHS Level 3 Committee Minutes
School of Public Health and Community Medicine & Office of the Dean
Faculty of Medicine, UNSW
Wednesday 28th March, 11am Room 315, Samuels Building

Attendance: Jacqui Miller, Karin Banna, Richard Szczepanski, Denise Tsiros, Sarah Ford, Alan Hodgkinson (partial attendance),

1. **Apologies:** Rosemary Knight (standing apology), Van Nguyen

Committee Membership: Rebecca Caddy has left the School leaving the position of Employer Representative on OHS Committee vacant. Genevieve McAuliffe has been seconded to Rural Health for 12 months and has resigned from the committee for 2007. Finance Office have not responded to invitation to nominate staff to the committee.

Action: Jacqui to speak to Judith Davoran regarding Office of the Dean and undergraduate representation eg Peter Herring or Petrina Choong.

2. **Minutes of the previous meeting 21st November were approved.**

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

3.3.1. Due to departure of Rebecca and change in OHSMS induction for staff this item has been carried forward. **Action: Jacqui to download induction forms from the OHSMS and discuss with Melanie.**

3.3.2. Karin has prepared a draft one page OHS induction flyer for students. **Action: Karin to email Richard, incorporate feedback then send to committee for comment.**

3.5. Employer Representative: The committee no longer has Employer representation
Actions: Jacqui to invite Melanie to join the committee and arrange for a request for expressions of interest to be sent by Head of School. The position involves attending Level 2 and Level 3 OHS meetings.

3.10. Fire Extinguishers 30 Botany St: Inspected and approved.

3.10. BCA requirements for offices off-campus (houses): David Low, Building Compliance Officer was contacted and offered to inspect Botany St together with Committee rep to determine whether action is required regarding access and egress as there are some differences in BCA requirements for houses. **Action: Karin to organise inspection of 30 Botany St (Ground Floor).**

3.13. Action: Jacqui to check OHSMS Visitor's Guide and adapt for School use.

5.2. OHS Consultation period has now closed but it is still possible to provide feedback on the OHSMS via website in preparation for the review process in 2008.

6.1. An incident report regarding intruder at Cliffbrook has not yet been submitted. Security was informed and responded that there is no funding but can provide support in the form of an escort for staff working after hours and can organise for evening lights to be switched on earlier. **Action: Denise to send report to Richard and prepare an after hours work policy.**

6.2. Notice about thefts in the School was sent out by broadcast email.

10.1. Access to Risk Register online in progress.

11.3.1. complete

11.3.2. complete

11.3.3. in progress

13.1. See Point 4.

- 14.2. See Point 6.
- 14.3. UNSW OHS Annual Report which outlines UNSW accountabilities is currently being prepared and will be released by Senior Management on completion.
- 14.4. Emergency drill reports are not automatically sent to OHS Committees but are provided on request. **Action: Jacqui to request standing report from SECO or Security.**
- 14.5. OHS matters were not included on the already full SPHCM retreat agenda in Dec 2006. Future communication strategy will include: email regarding specific issues, OHS Bulletins, School meetings. **Action: Karin to update website (workplace inspection checklist, SOP, constitution).**

4. Correspondence (in & out): tabled.

- 4.1. Updates regarding the new OHS Management System were received from the RMU and circulated.

5. Standing Items: Report from Richard Szczepanski, Faculty OHS Coordinator tabled.

- 5.1. A number of OHS Committees are not meeting regularly due to change in staff. **Action: Jacqui to forward Level 2 and Level 1 Committee items for discussion.**
- 5.2. Quarterly incident report was tabled. There were similar numbers of incidents in 2005/2006 as in 2004/2005 including mostly slips, trips, falls and OOS and few worker's compensation claims.
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- 5.4. 2006 Safety Awards will be presented to recipients at an Awards function at the end of April.
- 5.5. The next Workcover audit is expected in the period July to September. The OHS team has met with the Workcover Self-insurer lead auditor to prepare for the audit which will focus on clearly defined responsibilities, accountabilities and competency in OHS with particular focus on labs. The areas to be audited will be selected by the auditors and the sites will be chosen by UNSW. This is usually carried out on a 3-yearly cycle.

6. Progress on OHSMS Implementation Plan

- 6.1. The Level 3 meeting agenda has been revised in accordance with the model agenda in the OHSMS and to maintain consistency with the Level 2 meeting agenda.
- 6.2. The OHSMS should be consulted in the first instance regarding policy and templates

7. Inspection, Testing & Monitoring (including scheduling and review of corrective actions).

7.1. Workplace Inspections. Actions:

- 7.1.1. Workplace Inspections not yet completed (CGPIS, Levels 2 and 3, Samuels and Dean's Office) should be completed and reports sent to Jacqui.**
- 7.1.2. Jacqui to contact Audra regarding workplace inspection for the Clinical and Communications Skills Centre.**
- 7.1.3. Jacqui to circulate dates and areas for 2007 workplace inspections.**
- 7.1.4. All hazards should be reported via hazard reports and noted on the Corrective Actions Register.**

- 7.2. Electrical testing and tagging occurs on a 5 year cycle. There are 20,000 items in the Faculty. Frank has not yet completed a cycle. Action: Email Frank for New to Service**

(NTS) tags for new items (eg appliances, power cords etc) and dispose of old items.

7.3. **OHS Audit.** Audit report circulated by email in December 2006.

8. OHS Training Program.

8.1. Richard confirmed training dates for 2007 as noted in his report (tabled). **Action: Karin to post on School OHS website.**

8.2. Training Needs Analysis. **Action: Supervisors to be contacted to identify training needs of their staff and students.**

9. First Aid, Emergency and Security Issues

9.1. Staff are responsible for the safety of their own items.

9.2. Recent gas leak. **Action: Jacqui to obtain copy of report.**

10. Changes to Workplace

10.1. New flooring is being laid in the Level 2 Samuels Building kitchen. New carpet is being laid in the hall.

10.2. Level 3 hall has been painted and Level 2 painting is due to commence shortly.

10.3. Induction required for visitors and contractors (including other UNSW staff) and OHS impact of work done eg manual handling if moving furniture or fumes glue for flooring or paint. Communication systems need to be in place. **Action: Jacqui and Karin to identify and adapt templates from OHSMS.**

11. Hazard and Incident Reports.

11.1. Manual handling incident. Corrective action undertaken include training on manual handling and risk assessment for the staff member involved.

11.2. Corrective action currently underway to repair air-conditioning hazard reported repeatedly in the past. This includes replacement of an a/c unit on Level 3 Samuels Building.

11.3. Leaking water from ceiling of Level 3, from animal cages on upper floors has been reported. Wayne Jones has installed a tray and declared the area safe.

12. Corrective Actions.

12.1. Corrective actions (see 11.1, 11.2 and 11.3)

12.2. **Action: Jacqui to update Corrective Action Register.**

13. OHS Hazard and Risk Register Review and Update – ongoing.

14. New Business.

14.1. Implementation Plan is being developed with input from Head of School.

15. Business without Notice - nil.

16. Next Meeting and 2007 Meeting Dates – May and August meetings will be rescheduled in consideration of Level 2 meeting dates. Actions:

16.1. **Jacqui to circulate new meeting dates for remainder of 2007.**

16.2. **Karin to prepare Bulletin.**

17. Meeting closed 1:00pm.