

**OHS Level 3 Committee Minutes**  
**School of Public Health and Community Medicine & Office of the Dean**  
**Faculty of Medicine, UNSW**  
**Tuesday 21<sup>st</sup> November, 10am Room 241, Samuels Building**

**Attendance:** Jacqui Miller, Rebecca Caddy, Karin Banna, Richard Szczepanski, Denise Tsiros

1. **Apologies:** Rosemary Knight, Van Nguyen
2. **Minutes of the previous meeting 5<sup>th</sup> September were approved.**
3. **Action items and matters arising from the previous meeting.**
  - 3.1. **Training** – OHS Awareness Training was held on 7<sup>th</sup> Nov (over 20 attendees); Risk Assessment Training was held on 9<sup>th</sup> Nov (7 attendees).
  - 3.2. **Website (ongoing):** Karin will continue to update OHS web page as necessary. Broadcast emails to be sent to staff regarding changes.
  - 3.3. **OHS Induction:** This is the responsibility of the School/Work Unit as only brief information is included in the General UNSW induction.

**Actions:**

- 3.3.1. **Jacqui to prepare OHS induction checklist for inclusion in SPHCM staff induction and discuss with Rebecca.**
- 3.3.2. **Karin to prepare one page OHS induction flyer for students.**
- 3.4. **OHS Bulletin:** The September Bulletin was distributed and positive feedback was received. **Actions: Ideas for the November Bulletin to be emailed to Jacqui.**
- 3.5. **Committee membership:** Tessa Ho declined the invitation to join the OHS L 3 committee due to prior commitments. The committee welcomes Denise Tsiros as a representative from CHI and Genevieve McAuliffe as the nominated representative from the Office of the Dean. The committee membership is not compliant with our constitution and 4 more members are required (2 of which must be from the School). In particular, an academic and a representative from CGG are required. **Actions: Jacqui to approach Rosemary to appoint an academic representative from the School, Karin to approach the Finance Office (30 Botany St) as a few staff members there indicated prior experience with OHS.**
- 3.6. **Air Conditioning in Samuels Building:** Gary Peacock was contacted. A report by consulting Engineers following inspection in September recommended cleaning and replacement of some equipment. Tradesmen have inspected ducts and air conditioning on Level 2 and 3 at various times but the School has not received prior notice of these visits/visitors. In future, such unannounced visits should be reported to Wayne Jones, Facilities.
- 3.7. **Fly screens for CHI: Action: Denise to contact Sarah Behman for an update on this matter and then contact Wayne Jones for advise on how to proceed.**
- 3.8. **Register of Corrective Actions:** The proposed OHS Management System includes a corrective action procedure and register template. Feedback can be provided during the consultation period until 31<sup>st</sup> December 2006.
- 3.9. **Repairs at 10 Arthur St:** Some recommended repairs noted in the February Workplace Inspection Report have been completed and some remain. A further workplace inspection was carried out in November 2006. See (3.10).

- 3.10. Workplace Inspections:** The 2006 round of workplace inspections was due for completion by 21<sup>st</sup> November. MCSU; Clinical Skills Centre, 24 Arthur St; CCG, 10 Arthur St; OME and Finance, 30 Botany St have been completed. Reports are being finalised and will be forwarded to relevant staff with the aim of completing corrective actions before the end of 2006. Some key issues relate to effect of stacking of boxes and effect on egress. **Action: Richard to follow up regarding inspection of fire extinguishers and replacement of old tags at 30 Botany St. Karin to follow up with Wayne Jones regarding BCA requirements for houses in comparison to offices. The following workplace inspections are yet to be carried out:**
- 3.10.1. **Level 2 & 3 Samuels Building – deferred until confirmation of move.**
  - 3.10.2. **CGPIS – deferred at request of Sarah Ford (Karin and Sarah)**
  - 3.10.3. **Office of the Dean (Alan and Rebecca)**
  - 3.10.4. **CHI (Denise and Jacqui)**
- 3.11. **Training Register:** The proposed OHS Management System includes a training register template. Feedback can be provided during the consultation period until 31<sup>st</sup> December 2006. UNSW is investigating software solutions eg Rm<sup>3</sup> for OHS data reporting which should include risk assessments, training register and SOP.
- 3.12. **Re-structure of cleaning and security services:** Facilities has confirmed that cleaning and security services will continue as in the past regardless of staff changes.
- 3.13. **Visitor's Guide:** Pending. **Action: Jacqui will refer to guidelines in new OHSMS.**
4. **Correspondence (in & out):** tabled.
- 4.1. Updates regarding the new OHS Management System were received from the RMU.
  - 4.2. A letter from Dr Tessa Ho was received declining the invitation to join the Level 3 OHS Committee.
5. **Standing Items:** Report from Richard Szczepanski, Faculty OHS Coordinator.
- 5.1. RMU has changed name to OHS and Workers Compensation Unit (OHS & WC) and has relocated from the Golf House to 1st Floor Chancellory Building losing their training room. EMU (now only one person – David) is now part of Security and no longer part of RMU. Insurance and RMU is now in the portfolio of the CFO. Therefore Harry Rosenthal reports to the CFO.
  - 5.2. Richard has provided a report to Judith Davoren and the Dean regarding the results of the recent audit and about the consultation period for the new OHSMS (1<sup>st</sup> November – 31<sup>st</sup> December) and this should be distributed across the Faculty shortly. **Action: Richard to send notice to Jacqui for distribution to the School.**
  - 5.3. SOMS and POW did not pass the recent OHS systems audit. One key comment was that non-UNSW systems had been implemented.
6. **Incident Reports.**
- 6.1. Intruder with rifle case/calling out obscenities at CHI. **Action: Denise to submit incident report and discuss security at gate and other options with the Security Unit.**
  - 6.2. Two recent thefts at SPHCM (Level 2 and Level 3 Samuels). Security and Police have been notified. An email notice has been sent to staff **Action: Karin to include a further notice in the OHS Bulletin.**
7. **Hazard Reports – none tabled.**
8. **Inspection, Testing and Monitoring.**
- 8.1. **Workplace inspections:** see (3.10).

- 8.2. **Ergonomic assessment for two staff:** This is in progress. Cost is being determined for replacement of 2 chairs and additional minor adjustments.
9. **Changes to Workplace** – A possible move of SPHCM general staff from Level 2 to Level 3 Samuels and an office re-configuration is being discussed with the aim of announcing the decision at the School Retreat on 1<sup>st</sup> December.
10. **Risk Register Review** – Updated by Jacqui. **Action: Jacqui to arrange with Karin to provide access via the School OHS webpage.**
11. **Training Update (Plan and Register)** - Issues for consideration for 2007 training:
- 11.1. Schedule training in advance avoiding clashes with other events/training, consider workload of targetted staff. Ensure not held prior to Faculty Level 2 OHS meetings
- 11.2. Two training sessions per year of each (OHS Awareness and Risk Assessment) advertised across the Faculty.
- 11.3. **Action items:**
- 11.3.1. **Richard to forward attendance lists for recent training to Karin**
- 11.3.2. **Karin to check with Deb Debono for clash-free training dates.**
- 11.3.3. **Karin to seek Alan's input regarding staff and then post training register and separate archive spreadsheet on share drive (pending from last meeting).**
12. **First Aid, Emergency and Security Issues – none.**
13. **Changes to OH Legislation, Policies & Procedures** – The new OHSMS will include changes to policies and procedures. **Action: Richard to prepare 20 minute training sessions for Faculty staff to demonstrate the structure, content, feedback processes and implementation of the new OHSMS in 2007. Richard to notify dates for training by the end of the week.**
14. **New Business.**
- 14.1. Consultation for new OHSMS: see (5.3)
- 14.2. **Action: Richard will be working with each School to review of the previous year and prepare an OHS Operational Plan for 2007 following the new OHSMS.**
- 14.3. **Action: Richard to follow up regarding the UNSW-wide OHS annual report.**
- 14.4. **Action: Jacqui to follow up regarding emergency drill reports which until now have only been available on request.**
- 14.5. **Action: Jacqui to request that OHS matters be included on the SPHCM retreat agenda.**
- 14.6. **Meeting dates for 2007 (all meetings on Tuesdays in SAM241 at 10:30am):**
- 6th March
  - 22nd May
  - 21st August
  - 20th November
15. **Meeting closed 12:15pm.**