

**OHS Level 3 Committee  
School of Public Health and Community Medicine &  
Office of the Dean  
Faculty of Medicine, UNSW  
Minutes Meeting Tuesday 23<sup>rd</sup> May, 10:30am Room 241, Samuels Building**

**Attendance:** Jacqui Miller, Richard Szczepanski, Rebecca Caddy, Karin Banna, Alan Hodgkinson, Robin Mok, Sarah Ford, Van Nguyen

**1. Apologies:** Rosemary Knight

**Resignations:** Sam Sheridan, Sarah Behman

**2. Minutes of the previous meeting 14th March were approved.**

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

3.1. The OHS Awareness course held Thursday 18<sup>th</sup> May in the School was not well attended. The OHS Awareness course scheduled for the Office of the Dean today Tuesday 23<sup>rd</sup> May is fully subscribed with late addition of 3 students from the School.

**Action:**

**1. Jacqui and Richard to confirm September/October dates for OHS Awareness course and amended date for Risk Assessment course.**

**2. Karin to post information on the OHS webpage.**

**3. Karin and Jacqui to provide early notification of course details to targeted group of staff/students who have yet to complete the respective courses. Reminders to follow closer to the time.**

**4. Robin to contact Robyn Stopher, Medicine Faculty HR representative to obtain list of new staff who have joined the Faculty since 1<sup>st</sup> July 2005 and to discuss option for including OHS course information in staff induction packages.**

**5. Richard to send Karin a list of people who have recently completed OHS training with RMU.**

**6. Karin to check with Deb Debono regarding inclusion of OHS information/form in the research student induction pack.**

**7. Rebecca to refer Sally Nathan to Jacqui regarding OHS training requirements for ILP students and supervisors.**

3.2. Karin and Jacqui met to review the current information on the School OHS webpage and the page update is currently in progress including removal of out-of-date information, inclusion of minutes from last year and current year, important links and notices.

**Action: Karin to continue updating the website and send a brief “What’s new in OHS” email to School staff 4 times a year following the OHS L3 meeting using the webpage as a resource for reference.**

3.3. Van Nguyen has been invited to join the committee as the student representative. Sam Sheridan and Sarah Behman have resigned from the

committee and from their positions at CHI. The committee is awaiting confirmation of a new representative. Sarah has agreed to act as consultant in the interim. Deb Miller declined invitation to join the committee as a representative of the 3<sup>rd</sup> floor in Samuels. Sue Christian-Hayes (CCG) and Audra Barclay (24 Arthur St) have agreed to liaise with the committee regarding OHS matters but have declined invitations to join the committee.

**Action: Monitor committee progress and review whether there is a need to recruit additional members at the next meeting in August.**

- 3.4. Change in season has resulted in less complaints about the air-conditioning although has made it more difficult to determine the cause of the problem. Gary Peacock provided an update to Richard. The problem is a result of either a pressure fault or the temperature controllers. If the fault is in the temperature controllers then the cost to the School would be \$1000/each to repair. Spotlight is continuing their investigation of the problem.

**Action: Rebecca to follow-up with Gary Peacock regarding cause of fault and schedule of repair.**

- 3.5. Action: Jacqui to follow up on progress with flyscreens for CHI with Sarah Behman .**

3.6. Tags for electrical items: deferred to next meeting.

3.7. After Hours Policy: deferred to next meeting.

#### **4. Correspondence**

- 4.1. RMU has introduced a Schedule of Training Fees (tabled – see policy at: <http://www.riskman.unsw.edu.au/ohs/training.shtml>) Many courses are still free of charge.
- 4.2. Facilities is trialling a Thermal Comfort Policy. Richard will provide an update at the next meeting.
- 4.3. RMU has approved a new Risk Rating System for use in hazard identification, workplace inspections and risk assessment (tabled – also available online at <http://www.riskman.unsw.edu.au/ohs/policies.shtml#R>).
- 4.4. The Research OHS Toolkit developed by Phyllis Heggie is now available online: [http://www.riskman.unsw.edu.au/ohs/res\\_toolkit.shtml](http://www.riskman.unsw.edu.au/ohs/res_toolkit.shtml)  
Phyllis is available to instruct/discuss if needed.
- 4.5. Medicine OHS Committee member list (tabled by Richard).

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

- 5.1. OHS Act 2000 is being updated. The consultation stage is complete. The Workcover proposal for amendments is available on the RMU site.
- 5.2. Responsibility and Accountability document became policy on 10<sup>th</sup> May 2006.
- 5.3. RMU website is being updated and linked to the HR website.
- 5.4. Faculty-based Internal audit likely to take place in Session 2 2006. Richard, Jacqui and Michelle Price have formed a committee to prepare for this. UNSW is due for an external audit by Workcover in 2007. It is likely that Medicine will be included as one of the high risk Faculties.

**Action: Richard to provide update at next meeting.**

5.5. April 28 was World Safety Day – a number of activities were held around the campus to raise awareness.

**5.6. Action: Richard to provide an update on the OHS Strategic Framework and OHS Operational Plan at the next meeting.**

5.7. RMU is updating the RA2 (research) form.

5.8. RMU is working with Facilities to be included in consultation regarding refurbishments.

## **6. Incident Reports**

6.1. This incident highlights the need for appropriate risk assessment, and additional training for students in such situations as well as the need for a supervisor to be present always.

**Action: Jacqui to discuss outcome with Richard for recording in Risk Register.**

6.2. –

6.3. intercom now installed.

6.4. Chairs and tables are being replaced.

## **7. Hazard Reporting**

7.1. See 3.4.

## **8. Inspection, Testing & Monitoring**

8.1. Workplace inspections: Inspections on Level 2 and Level 3 are planned towards the end of the year. 24 Arthur St is yet to be inspected. Robin inspected 10 Arthur St (Centre for Clinical Governance) on 10th February and noted hazards: paint in kitchen is flaking and falling onto work surfaces, water is stale, there are no exit lights or fire extinguishers.

**Action: Robin to contact Francois Fernandez who looks after UNSW rental properties to arrange for these to be repaired.**

8.2. High risk areas such as kitchens need to be tested annually and other areas every 5 years. Frank will notify when our areas are due for testing.

## **9. Changes to the Workplace**

9.1. SPHCM is awaiting Faculty confirmation regarding possible changes in the workplace in 2006.

## **10. Risk register Review - tabled**

## **11. Training Update –see 3.1**

## **12. First aid, Emergency and Security Issues**

12.1. An evacuation took place on Friday 5th May due to a chemical spill on Level 4 Samuels Building. The chemical was toxic and corrosive and produced a HCl vapour. Some shortcomings of the process were expressed lack of

information about what was happening, what to do and when staff could re-enter the building.

**Action: Jacqui to email School staff regarding resolution of the event. Jacqui to email SECO regarding short comings of the process.**

- 12.2. Richard reported that the fire extinguisher in the finance section at 30 Botany was out of date.

**Action: Richard and Robin to investigate. Richard to check Level 2 and Level 3 Samuels.**

### **13. Changes to OHS Legislation, Policies & Procedures –see 5.1.**

### **14. New Business**

- 14.1. Approaches to streamline advertisement and recording of OHS training were discussed. It was decided that Jacqui will look after staff training and Karin will look after student training. Some suggestions: provide a yearly plan of offerings, provide sufficient notice, target specific staff who require the training as a first priority rather than broadcast emails. Use the web as a resource for referring staff.

**Action: Richard to liaise with RMU to access training records to identify staff who have completed training. Richard, Jacqui to meet with Robyn Stopher to investigate options for training to be coordinated with HR system/induction processes in the School. This can form a model for other Schools in the Faculty.**

- 14.2. The Field Placement page on the School website (<http://www.sphcm.med.unsw.edu.au/sphcmweb.nsf/page/PHCM9531>) now includes relevant OHS information. This increases the administrative load on academic staff and concerns were raised that is is transferred to administrative staff.

**Action: Jacqui and Rebecca to meet with Rosemary to discuss academic staff responsibilities regarding OHS. Karin to notify these staff members about Risk Assessment Training.**

### **15. Next meeting: 10:30am Tuesday 22<sup>nd</sup> August 2006, Room 241, Samuels Building.**

### **16. Meeting closed 12:05pm.**