

OHS Level 3 Committee Minutes
School of Public Health and Community Medicine & Office of the Dean
Faculty of Medicine, UNSW
Wednesday 4th July 2007, 3pm Room 241, Samuels Building

Attendance: Jacqui Miller (Chair), Karin Banna (Minutes), Richard Szczepanski, Denise Tsiros, Sarah Ford, Alan Hodgkinson, Melanie Randall (Employer Representative), Van Nguyen

Apologies: Rosemary Knight

- 3. Action Items and matters arising from the previous meeting 28th March 2007:**
- 3.1 Judith Davoran was approached. Peter Herring or Petrina Choong were suggested nominees. **Action: Jacqui to follow up.**
 - 3.3.1 Jacqui to use OHSMS template as basis for SPHCM staff induction documentation.
 - 3.3.2 Karin has received extensive feedback from Richard regarding Postgraduate Coursework Guidelines and will incorporate this along with information from OHSMS before distributing to committee for review and ratification. Deb Debono has prepared an induction for research students. **Action: Karin and Jacqui to identify relevant groups within School e.g. research students, sessional staff, short term fellows and discuss options for online training register (login access) with Karsten and Melanie. Then email update to committee in one month.**
 - 3.5 done.
 - 3.10 Recommendations included in report to the Office of the Dean who are responsible for corrective action. No further action from this committee required at this stage.
 - 3.13 **Action: Richard to provide specific feedback on Visitor's Guide regarding structure and compliance with OHSMS after audit and before distribution to committee for endorsement.**
 - 6.1 The intruder continues to return. Security was called but the response was that security services have been contracted out. Police were called but did not attend. Preventative measures are in place i.e. stickers to remind staff about safety, lighting and checking with other staff. **Action: Staff should continue to submit incident reports until corrective action completed.**
 - 14.4 SECO has agreed in principle to provide a report regarding emergency evacuation. Gary Peacock replied that the recent electrical fault, resulting in notification to fire brigade and closing of School for one full day, has now been rectified. **Action: This committee to request a formal response in writing.**
 - 14.5 SWP (Standard Working Procedures) now replace SOP (Standard Operating Procedures). SWPs required for the School should be included on our School OHS page e.g. use of copier, trolley, hot water heater in kitchen, manual handling, OOS. **Action: Karin to update website on ongoing basis and to find existing SWPs and post on our School website.**
 - 5.1 ACAC is due to become the Level 1 Committee for UNSW but this is not yet ratified. **Action: Jacqui to email link and pointer to sections of Level 1 Minutes relevant to this committee.**
 - 7.1.1 (also 7.1.2 and 7.1.3) See 7.1 in current agenda.
 - 7.1.4 See point 11.
 - 7.2 See 7.2 in current agenda.
 - 8.2 **Action: Karin to read training procedure (forms and competencies in the OHSMS) and discuss strategy for approaching supervisors to encourage their research students to be appropriately trained.**
 - 16.1 Complete.
 - 16.2 Complete.
- 4. Correspondence (In):**
- 4.1. Report from Security regarding evacuation on 17th May 2007 was received.
 - 4.2. Incident report was received from SPHCM staff member resulting in a visit from Rehabilitation Officer, Annette McManus to make recommendations to adjust work and home working arrangements.

5. **Standing Items:**
 - 5.1. Tiggers, Engineering (CSEE) and UniGym have been nominated for the audit on 16th July 2007. Four elements will be audited: process control, OHS records, Corrective Actions, compliance with OHSMS. If we pass the audit, the next audit will be in three years time. If we do not pass, the next audit will be in 12 months time without prior notice of particular departments to be audited.
6. **Progress on OHSMS Implementation Plan:**
 - 6.1. Amended implementation plan was tabled. **Action: Jacqui to email to Committee for comment before ratifying.**
7. **Inspection, Testing & Monitoring (including schedule and review of corrective actions):**
 - 7.1. **Action: Jacqui to email workplace inspection schedule for staff to nominate locations and times within first week of October.**
 - 7.2. Frank is currently undertaking Round 2 of electrical testing (high risk areas are currently being tested).
8. **OHS Training Program:**
 - 8.1. Training Plan: The last in-house OHS Awareness training course for 2007 will be held on 10th August. Staff will be referred to the OHS&WC site for other training offered.
 - 8.2. Training Needs Analysis: A strategy for 2008 needs to be developed.
9. **First aid, Emergency & Security:**
 - 9.1. The electrical fault in the air-conditioning system has been addressed.
 - 9.2. The first aid box on Level 2 has run out of band-aids. **Action: Jacqui to email the first aid officers to audit Level 2 and Level 3 boxes. Denise to email 12 staff at CHI to identify a Fire Warden. Sarah Ford to check with Marnie Kenny regarding arrangements for fire wardens for Eurimbla Ave and King St. Jacqui to contact Dean's Office to identify Fire Wardens for the Finance Office and OME.**
10. **Change to Workplace: -**
11. **Hazard and Incident Reports and Review: on going.**
12. **Corrective Actions Register Review and Update: on-going.**
13. **OHS Hazard and Risk Register Review and Update:**
 - 13.1. The leak on Level 3 Samuels has been repaired.
 - 13.2. Air-conditioning on Level 2 and 3 Samuels was shut off for 3 weeks in June for repairs and improvements have been noted. **Action: Jacqui to follow up with Gary Peacock and request a detailed report from Spotless, and ongoing monitoring of the temperature gauge in each area.**
14. **New business:**
 - 14.1. **Actions arising from the OHS Implementation Plan 2007:** There is a need for a plant register to identify risk items. It may be possible to combine this with the tag register. Procedures need to be put in place at the purchasing stage E.g. a pre-purchase checklist.
15. **Business without notice: -**
16. **Next meeting and future dates for the year:**
 - Wednesday 10th October: 11am in Room 241, Level 2 Samuels Building
 - Thursday 6th December: 11am in Room 241, Level 2 Samuels Building
17. **Meeting closed.**