

**Level 3 SPHCM OHS Meeting  
3 August 2005, 10:30pm – 12:00pm  
Room 241, Samuels**

**Apologies:** Anthony Zwi, Effat Khoei

**In attendance:** Jacqueline Miller, Rebecca Caddy, Sarah Behman, Sonal Bhalla, Alan Hodgkinson, Richard Szczepanski, Robin Mok, Karin Banna, Sarah Ford, Avis Wong, Samantha Sheridan

**OHS Committee:** Jacqueline Miller (Chair), Sonal Bhalla (Secretary), Rebecca Caddy (Management Rep), Effat Khoei (Student rep), Alan Hodgkinson (Academic rep), Michelle Davies (on leave), Richard Szczepanski (RMU), Anthony Zwi (HoS), Sarah Ford (CGPIS), Robin Mok (MCSU - Dean's office), Avis Wong (Clin Gov), Sarah Behman (Mgt Rep, CHI), Samantha Sheridan (CHI)

**Welcome:** New members – Karin Banna, Robin Mok and Avis Wong were welcomed to the committee.

## **2. Minutes from previous meeting - Amendment to item 7.2**

A window was installed in one of the office rooms on level 3 in Samuels Building and not CHI.

## **3. Matters arising from previous minutes of 23 May 2005**

### **Training Schedule**

- The training register to be maintained by Sonal and the following categories to be removed as they are not applicable to SPHCM:

Gene Technology, Hazardous Substances and Radiation Safety Training

Action: Richard Szczepanski cross checking data provided by RMU and will send to Sonal Bhalla to be recorded in the training register

- It was suggested that a training session on Preventing overuse injury to be offered to staff and students.

**Action: Karin Banna to contact Annette McManus (RMU) and organize a one hour training session.**

**Action: All new committee members are required to complete the OHS Consultation training course.**

### **Workplace Inspections**

- Only staff that has completed the OHS Consultation Training is able to conduct workplace inspections. Volunteers are needed to carry out workplace inspections.
- All inspections need to be completed by the end of the year by Committee representatives who have completed the OHS Consultation course
- Alan, Jacqui and Sonal: Workplace inspections of the School, ie levels 2 & 3 of the Samuels Building.
- Robin Mok and Sarah Ford: Office of the Dean, MCSU and Office of Medical Education at 30 Botany Street
- Sarah Behman and Sam Sheridan: Centre for Health Informatics
- Avis Wong and Sarah Behman: Centre for Clinical Governance

**Action: All above mentioned staff**

### **Working from home checklist**

- Some responses have been received with regards to completing the Working from home checklist.
- Staff members who have had their workstations at home inspected by RMU are not required to complete this checklist, unless there has been a change in their working conditions.

### **OHS Constitution**

- Amendment:  
Appointments to the committee membership to be made by informal nomination until formal elections are conducted. Elections required only where the number of nominations received exceed the number of positions.

### **Incident & Hazard Reports**

- A significant drop in the number of incidents reported in the School. Two recent incidents reported by staff members occurred whilst traveling to work. It was recommended that awareness should be raised about safety measures being taken by staff whilst traveling to and from work.

## **4. Accident & Hazard/Incident Reports**

### **4.1 Accident 1**

Staff member injured while cycling to work. Main injuries reported in left hand and upper arm and right knee.

### **4.2 Accident 2**

Injury (right knee twisted) reported in the process of transferring a small shelving unit between offices.

### **4.3 Accident 3**

Sprain/strain of back incurred while helping a motorbike rider involved in an accident whilst traveling to work.

## **5. Correspondence**

### **5.1 (Electrical Testing and Tagging)**

A summary of results from the testing and tagging of electrical equipment at SPHCM by Frank Jones were tabled. Two failed items have been withdrawn from service. Richard Szczepanski to send Frank to CHI and CGPIS to test and tag equipment. Frank to purchase software to assist him in the tagging process of new equipment.

**Action: Rebecca to get colour coded tags for all new electrical items.**

### **5.2 (Microwave Fire Alert)**

Three microwave fires were reported where food was either re-heated or cooked without being supervised. An email was sent out by Richard Szczepanski and Gayle Cameron to inform all staff regarding fire risks.

### **5.3 (Visitors Policy and Electrical Testing and Tagging Policy)**

Visitors Policy needs to be implemented and communicated to all staff members in the School.

**Action: Jacqui to ask Karsten Sommer to post this on the School's website and to provide a link to RMU where all generic policies are available.**

## **6. New Business**

### **6.1 After Hours Policy**

Discussion about a need to develop an after hours policy due to lack of security around the building during after hours and weekends. BEES policy was circulated by Jacqui. Committee members are invited to give their feedback. A number of suggestions were made, such as:

Involving the Student Representative of the Research students, the main users of the premises after hours in discussions; devising a list of do's and don'ts with the help of the Research Students; door to the Research Student area be closed after 5pm and staff to organize access after 5pm to that area, if required.

### **6.2 Risk assessment in Ethics approval applications**

It was agreed at the Level 2 meeting that non-clinical projects too require risk assessment and this needs to be flagged in the Ethics applications.

**Action: Jacqui to propose this be included in the revised Ethics Application form.**

A risk assessment needs to be conducted prior to commencement of work where there are areas of concern related to fieldwork, exposure to hazardous materials, working with certain groups of people etc. It was agreed that it is important to identify and document such risks and corrective action to be taken.

**Action: Jacqui to develop a Risk Assessment Proforma and distribute to supervisors in the School and Centres.**

### **6.3 Committee Secretary**

Sonal Bhalla accepted the role of the Committee Secretary, Level 3 SPHCM OH&S Committee and all administrative issues could be reported to her.

## **7. Changes in the workplace**

7.1 Robin Mok informed about the current investigations (to verify presence of asbestos in a particular area) that are underway in the Wallace Wurth building.

7.2 The CGPIS has had a better suction fan installed in the toilet and a fan in the photocopy room

7.3 Plumbing and sewage problems have been rectified at CHI

## **8. Communication and consultation with staff**

### **8.1 OH&S Update at School Meetings/Newsletters/Admin networks**

A general lack of awareness has been noticed amongst staff and students about OH&S issues. Suggestions were invited with regards to measures that can be taken to improve communication and consultation strategies with regards to OH&S matters.

**Action: Jacqui to post OH&S items on the webpage and include OH&S matters in the School newsletter and School meetings regularly.**

## **9. Any other business**

9.1 Robin Mok sought clarification with regards to the travel insurance policy where use of private vehicle for work related travel was involved (eg. visits to St George and St Vincent's). Richard Szczepanski recommended the use of cab charges when possible as opposed to using one's own vehicle.

UNSW to cover Workers' Compensation for personal injury and car damage to be covered by personal vehicle insurance. In some cases where a CTP Greenslip cannot be used, Workers Comp will offer the cover and the gap may be covered by UNSW. 9.2 Sarah Ford would like to get a group together to undergo training for Fire Wardens and SECO. Richard suggested that there should be more wardens (at least 2 per floor).

**Action: Jacqui to report on SECO and Fire Warden training status at SPHCM.  
Sam Sheridan to organize a group for training**

Meeting closed at 3:30pm

**Next meeting:** Thursday 3 November 2005, Room 241, 10.30am (Level 2, Samuels Bldg.)

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