

OHS Level 3 Committee
School of Public Health and Community Medicine &
Office of the Dean
Faculty of Medicine, UNSW
Minutes Meeting Tuesday 5th September, 2pm Room 241, Samuels Building

Attendance: Jacqui Miller, Rebecca Caddy, Karin Banna, Alan Hodgkinson, Sarah Ford, Van Nguyen

1. **Apologies:** Rosemary Knight, Richard Szczepanski, Denise Tsiros

Resignations: Robin Mok

2. **Minutes of the previous meeting 23rd May were approved.**

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

The action list from the Tuesday 23rd May was tabled and action items completed were noted (see attached). Matters brought forward:

- 3.1. **Training (ongoing) - action items 3.1 and 3.5 and 3.15: Karin to post online details of upcoming OHS and Risk Assessment Training in November and include in the OHS Bulletin (See 3.4 below).** Research Students have already been notified. **Jacqui to approach Sally Nathan to distribute to ILP students. Jacqui and Karin to target key staff. Alan and Karin to draw attention of relevant staff and students to field placement page as required.**
- 3.2. **Website (ongoing) -action items 3.2: Karin to continue updating OHS webpage on an ongoing basis. Each OHS Committee member to look at the School OHS page and respond with feedback to Karin within two weeks (by 19th Sept).**
- 3.3. **OHS Induction – action items 3.3, 3.4: This is the responsibility of the School/Work Unit as only brief information is included in the General UNSW induction. Jacqui to send email to all areas covered by the Committee regarding OHS induction responsibilities and including link to OHS induction checklist available at OSDS.**
- 3.4. **OHS Bulletin – action item 3.6: Karin to prepare OHS Bulletin after preparation of meeting minutes in consultation with Jacqui.**
- 3.5. **Committee membership – action item 3.7: Jacqui to invite Tessa Ho to join committee as academic/undergraduate program/Level 3 Samuels representative. Jacqui to follow-up with Faculty regarding Faculty/MCSU representative to replace Robin Mok.**
- 3.6. **Corrective Actions –action items:**
 - 3.8 **A/C problem on Level 3 Samuels has been identified. Rebecca to email Gary Peacock regarding update on repair.**
 - 3.9 **Fly-screens from CHI – no complaints recently. Awaiting update from Denise Tsiros.**
 - 3.11 **Jacqui will prepare a template for a register of corrective actions in preparation for the next round of workplace inspections.**

3.12 Jacqui to follow-up with Sue Christian-Hayes regarding repairs at 10 Arthur St and report at next meeting.

3.13 Jacqui to follow-up with Jeff Welch about communication during evacuation procedure.

3.14 Jacqui to follow-up with Richard regarding replacement of fire extinguisher at 30 Botany St.

4. Correspondence (in & out): tabled.

4.4. As a result of the resignation of Kathy Richardson, RMU matters report to Harry Rosenthal.

Action: Jacqui to notify Chairpersons meeting of resignation of Robin Mok.

4.5. The audit of the SPHCM OHS Management System indentified three areas for improvement: 1. communication with staff about OHS activities, committee members and their roles, 2. the need to obtain reports about emergency drills, 3. the need to improve organisation of OHS records.

4.6. Anne Bunde-Birouste submitted a Risk Assessment for her Refugee Soccer Project to Rosemary Knight and Harry Rosenthal; Richard queried the Risk assessment received from Lisa Jackson-Pulver and David Sutherland for a project already completed.

5. Standing Items: Report from Richard Szczepanski, Faculty OHS Coordinator (reported by Jacqui Miller)

5.1. An audit sub-committee has met to prepare for the upcoming OHS audit of POW Clinical School and SOMS. This will form preparation for the Workcover audit of the Faculty expected in February 2007.

5.2. A copy of corrective action audit questions was tabled to provide a guide for our corrective action register. This is an area likely to be addressed in the upcoming audits.

5.3. The OHS Management System is under review and earlier copies have now been recalled. Anthony Zwi was sent a copy previously and has been requested to return the folder to Richard.

6. Incident Reports (tabled). Drop in numbers noted.

7. Hazard Reports (tabled).

8. Inspection, Testing and Monitoring.

8.1. Workplace inspections: The following workplace inspections and are to be completed by 1st November reports and corrective action to be tabled at OHS meeting 21st November:

- 8.1.1. Level 2 & 3 Samuels – hold until confirmation of move
- 8.1.2. Dean's Office – Rebecca and Alan
- 8.1.3. OME, 30 Botany St – Sarah and Karin
- 8.1.4. MCSU – Jacqui and Van
- 8.1.5. CGPIS – Sarah and Karin
- 8.1.6. CHI – Denise if completed training (Jacqui to follow up)
- 8.1.7. Clinical Skills Centre, 24 Arthur St – Jacqui and Van
- 8.1.8. CCG, 10 Arthur St – Sarah and Karin

8.2. Sophie di Corpo and Robyn Richmond require new ergonomic chairs

9. Changes to Workplace – Currently unresolved. **Awaiting report at next meeting.**

10. Risk Register Review – Updated and tabled by Jacqui.

11. Training Register – Updated and tabled by Karin.

Action: Karin to seek Alan's input regarding staff and then post training register and separate archive spreadsheet on share drive.

12. First Aid, Emergency and Security Issues

Action: Karin to contact facilities regarding impact on OHS of downsizing and redundancies of cleaning/security and emergency staff.

13. Changes to OH Legislation, Policies & Procedures – Report at next meeting.

14. New Business.

14.1. OHS Bulletin – design, content for email/noticeboard.

Action: See 3.4.

14.2. Visitor's Guidelines –sample tabled

Action: Jacqui to draft a one page SPHCM Visitor's Guide based on sample provided.

14.3. After Hours Policy

Action: To be reviewed by committee after advice on changes received from Security (See 12 above).

15. Meeting closed 3:40pm. Next meeting: 10:30am Tuesday 21st November 2006, Room 241, Samuels Building.