

**THE UNIVERSITY OF NEW SOUTH WALES
FACULTY OF MEDICINE
SCHOOL OF PUBLIC HEALTH AND COMMUNITY MEDICINE &
OFFICE OF THE DEAN**

**Minutes for OHS Committee meeting to be held on
Thursday 25 September 2008, 12.00pm, Room 241, Level 2, Samuels Bldg.**

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| Day | Thursday 25 September 2008 | |
| Place | Room 241, Level 2, Samuels Building | |
| Time | 12.00pm | |
| Notes | | |
| Agenda item | Action | |
| 1. Attendance: Jacqui Miller, Sarah Ford, Denise Tsiros, Alan Hodgkinson, Karin Banna, Vanessa Traynor (12-1pm), Karen Walker, Richard Szepanski (1-2pm) Apologies: Raina McIntyre | | |
| 2. Minutes of the previous meeting held: 6 Dec 2007. Not applicable as meeting was inquorate. | | |
| 3. Action items and matters arising from the previous meeting | | |
| 3.1. Existing Safe Working Procedures (SWP): Standard SWPs for the use of a photocopier, printer/scanner/fax and for using the kitchen were tabled. | Committee: email Jacqui with feedback. Jacqui: email Karin to post on website. | |
| 3.2. Additional SWPs are required: Eg use of trolley, guillotine, binding machine, hot water tap in kitchen and ergonomic setup of workstation. These will be posted on the website as soon as they are completed. | Jacqui & Karin: confirm list of SWPs required, distribute to committee for additions and nominations for completing each SWP. | |
| 3.3. Set dates/times for workplace inspections. Committee members must have completed 4-day OHS Consultation Training before carrying out workplace inspections. OHS Consultation Training does not need renewal. The aim is to carry out inspections by the end of October. | Jacqui: confirm inspection dates and request nominations from committee members to carry out inspections. | |
| 3.4. Visitor policy: requires review. | Jacqui: to review policy | |
| 3.5. Staff induction: Currently induction for new staff carried out by different people. OHS induction form should be included in induction for new staff. This may require an OHS Committee nominee. | Karin B: Email OHS induction form to Vanessa. | |
| 4. Correspondence In & Out | | |
| 4.1. New-to-service tags from Faculty: Need to email Frank and complete order form for new tags based on current and expected equipment | Committee: Email Frank to complete order for new tags based on newly received and expected equipment. | |
| 4.2. Quarterly reports from SPHCM: Tabled and submitted to Richard. The committee has scored 76 points out of 100 for compliance requirements based on the OHS implementation plan. The OHS Implementation plan is 83.5 % implemented. | | |
| 5. Standing items: Report from Richard Szczepanski, Faculty OHS Coordinator | Defer to next meeting | |

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| <p>5.1. <i>Items from L1 & L2 Committees</i> 5.2. <i>Changes to OHS legislation/standards</i> 5.3. <i>Changes to OHS policy, procedure, guidelines</i></p> | |
| <p>6. Progress on OHSMS Implementation Plan SPHCM Implementation Plan for 2008/2009 tabled. Key items for focus in the next 6 months:</p> | |
| <p>6.1. Purchasing and acquisition guidelines, procedures & checklists need to be implemented and training regarding purchasing of items required (Ref 2.1 and 2.3.3 of OHSMS Implementation Plan)</p> | <p>Jacqui: contact Richard re: purchasing policy</p> |
| <p>6.2. OHS as standing agenda item at management/staff meetings (Ref 3.2.1)</p> | <p>Vanessa: add OHS back on School meeting agenda.</p> |
| <p>6.3. Custodian for local OHS Document Control Register required to maintain quality/integrity of documents. Documents currently held on server (Ref 4.2.5) Jacqui is custodian.</p> | <p>Karin: ask Karsten to organise access to Sarah, Karen and Denise to OHS directory on server.</p> |
| <p>6.4. Develop OHS Competency profile for all staff (Ref 4.3.1).</p> | <p>Jacqui & Vanessa: consult with Richard regarding who holds responsibility and strategies for implementation.</p> |
| <p>6.5. Induction checklist (Ref 4.3.6.). See 3.4 of agenda.</p> | |
| <p>6.6. complete SWP and risk assessments (ref 4.4.6.1). See 3.1 of these minutes.</p> | |
| <p>6.7. Training (Ref 4.4.6.1 & 4.4.6.3) See 8.2 of these minutes.</p> | |
| <p>6.8. Establish plant register (Ref 4.4.7.3) –90% of plant tested are electrical. Those with OHS risk should be included in the OHS plant register. Ideally this is updated after each electrical testing round.</p> | <p>Sarah: email Frank to request Excel spreadsheet of plant tested and forward to Jacqui</p> |
| <p>7. Inspection, Testing & Monitoring (including scheduling, and review of corrective actions) 7.1 Workplace OHS inspections : See 3.3 of these minutes.</p> | |
| <p>7.2 Electrical testing and tagging: Completed for areas represented by this committee. Round 3 scheduled for March to June 2009.</p> | |
| <p>8. OHS Training Program 8.1 Review of Training Plan for 2008: Director for each unit (SPHCM, Dean’s Office, 10 Arthur, 24 Arthur 30 Botany, CPHCE, CHI) is responsible for developing a training plan for their staff and nominating staff for training. One more OHS</p> | <p>Committee: email Richard numbers and preferred dates for November OHS Awareness Training. Richard: email Karin training</p> |

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| Awareness course is due to run in Nov. | record data in Oct/Nov |
| 8.2 Training Plan for 2009: OOS Prevention and manual handling training for all office staff is recommended. Lauren Muir coordinates Manual Handling on request. Staff should retrain every three years (refresher/awareness of legislative changes). | Karin B: contact Lauren Muir about the possibility of offering a combined OOS Prevention and manual handling training. Karin to check whether Karsten has attended. |
| 9. First aid, emergency and security: 9.1. First Aid Officers: We need to confirm currency of training with existing first aid officers and aim for 3 for the School. An annual allowance of approximately \$500 is given to first aid officers. | Karin B: email Vanessa to include expression of interest for first aid officers in the Friday Wrap. Karen W: to determine who is first aid officer for the Office of the Dean |
| 9.2. SECOs: Nominations were sought from Medicine, Engineering, Science (1 SECO, 2 Deputy SECO) for Samuels Bldg to replace former SECO. Christine Rousselis nominated. Awaiting 2 more nominations. Training will follow. AGSM – currently without SECO. | Sarah: follow up with Karl Natshev (Emergency Manager) re SECO for AGSM |
| 9.3. Fire Wardens: | Karen W: clarify Fire Warden requirements for private houses (Botany and Arthur St) with Karl. |
| 10. Changes to workplace 10.1. Relocation of staff: CPHCE moved to AGSM. CHI will relocate to AGSM (expected Feb/March 2009).There are plans to move Clinical Governance to AGSM as well. Removalists will move furniture and boxes into correct room. 10.2. Refurbishment plans for 2009 SPHCM has submitted a bid to UNSW via the Faculty to refurbish Level 2. Awaiting outcome. | |
| 11. Hazard and Incident Reports and Review (tabled) 11.1. Online Incident and hazard reporting planned for 2009. | |
| 12. Corrective Actions Register Review and Update (tabled) | |
| 13. OHS Hazard and Risk Register Review and Update (tabled) | |
| 14. New business: Actions arising from OHS Implementation Plan 2007 | |
| 14.1. Constitution: Requires revision | Committee: review and email feedback to Jacqui |
| 14.2. Membership and structure: | Jacqui: email Karin updated |

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| <p><i>New members:</i> Karen Walker, Raina McIntyre, Vanessa Traynor (Acting Executive Officer): <i>Resignations:</i> Van, Melanie Randall <i>Required:</i> new student representative</p> <p>14.3. Actions arising from OHS Implementation Plan (tabled); see Item 6</p> | <p>membership list for posting online.</p> |
| <p>15. Business without notice: 15.1. Review of OHS Culture at UNSW was carried out and the report will be submitted to the next OHS Level 1 Committee meeting in mid-October. Sarah Ford participated in a focus group discussion which was part of the review. Feedback included need for centralized system, dissatisfaction with level of documentation required and workload burden on Professional and Technical.</p> | <p>Discussion about 2 year rotating membership deferred to next meeting</p> |
| <p>15.2. Responsibility for different registers and OHS tasks should be clarified and allocated across admin staff in the School. It is not essential that only staff on the committee complete these tasks.</p> | <p>Jacqui: distribute updated Responsibility Matrix</p> |
| <p>16. Next meeting and future dates for the year</p> | <p>Jacqui: email meetings dates for 2009 and remaining meeting in 2008 in late November.</p> |
| <p>17. Meeting closed 1:45pm.</p> | |

Office Bearers:
Jacqui Miller
Chair, School OHS Committee

Karin Banna
Secretary, School OHS Committee