

**Level 3 SPHCM
OHS Meeting**

**30 November 2005
Room 241, Samuels
10:30pm – 12:00pm**

Apologies: Alan Hodgkinson, Richard Szczepanski, Anthony Zwi, Avis Wong

In attendance: Jacqueline Miller, Rebecca Caddy, Sarah Behman, Sonal Bhalla, Robin Mok, Karin Banna, Sarah Ford, 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), Karin Banna (employee rep) Avis Wong (Clin Gov) Resigned, Sarah Behman (Mgt Rep, CHI), Samantha Sheridan (CHI)

Michelle Price, OH&S coordinator of School of Medical Sciences who is currently supervising the renovations in the Wallace Wurth Bldg was welcomed to the committee meeting.

2. Minutes from previous meeting

3. Matters arising from previous minutes of 3 August 2005

Training Schedule

- The Risk Management Unit's training schedule for 2006 has been finalized and is available on the website - <http://www.riskman.unsw.edu.au/ohs/training.shtml>
- Some of the main training needs identified for the School staff and research students were in the following areas:
Fire warden, first aid and OH&S awareness; preventing overuse injury to be confirmed as a mandatory course for all staff and research students
- Risk Management Unit is in the process of organizing a separate course on Risk assessments

Action: Jacqui Miller to send out the upcoming training dates by April to all staff and students via the Head of School

Workplace Inspections 2005

- All workplace inspections have been completed of the School's premises
- Office of the Dean is currently undergoing renovations and inspection will be carried out after the renovations are completed
- CHI's workplace inspection will take place on 14 December 2006
- It was agreed that corrective action needs to be recorded on the inspection reports by creating an additional column in the same report

Action: Robin Mok to organise workplace inspections of 30 Botany St (Finance Unit, Office of the Medical Education and Office of the Dean) and 10 Arthur St (Centre for Clinical Governance)

OHS Website

- No modifications have been made to the information in 2005
- OHS information needs to be updated and reformatted for 2006. 2 to 3 volunteers are needed for this task. Karin Banna volunteered to assist the committee in this task.

Action: Jacqui Miller to organize editor access Karin to update OHS information on the School website

OHS Communication & Consultation

- Comments from the committee members were invited by the Chair regarding improvements on the current communication and consultation of OHS issues within the School

Action: Jacqui Miller to include a brief update on OHS issues in the next School newsletter

After Hours Policy

- The draft form of the After Hours Policy has been circulated to all staff for feedback. Feedback was received from two staff members. Guidelines are required in the areas such as security, access and staff bringing children to work
- Risk assessment of working after hours can be carried out and control measures to be listed. The exact after hours needed to be determined for the School and Centres, as these could vary for different groups due to their work needs
- CHI has forwarded their After Hours Policy to their Management Committee and will be implementing it from January. Sarah Behman to bring back issues to the committee at the next meeting

Action: Jacqui Miller to send revised policy to Rebecca Caddy. To follow up with presenting it at the School meeting and Head of School needs to endorse and sign it

Electrical testing and tagging: tags for new items

- New items will be tagged every year. Frank has not received the software for tagging as yet. Robin Mok informed the committee about the new computers bought by the office which came with the tags

Additional fire marshals for level 2

- Two new fire marshals have been appointed for level 2 – Tessalonica Ho (Postgraduate Administrator) and Doris Kirigia (PhD student). These marshals have registered for the next available training sessions

4. Accident & Hazard/Incident Reports

4.1 Accident 1

Tripping on pavement

4.2 Accident 2

Needle stick injury reported

4.3 Accident 3

Fall reported in front of rear lift area on a rainy day. Facilities to place mats and followed up by Jacqui

4.4 Accident 4

Fall reported due to broken chair. All old chairs are being discarded

4.5 Accident 5

Carpet was worn out in a particular area and has been replaced

5. Correspondence

5.1 Air-conditioning

A report will be sent out by facilities regarding the air-conditioning situation on Level 2 and 3 in Samuels Building. Hazard report needs to be completed if there is no change in the situation

Action: Jacqui Miller to ask Sally and Mary-Louise McLaws to complete hazard reports for Level 2. Rebecca Caddy will be lodging a report for Level 3

5.2 Revised risk rating matrix

A revised risk-rating matrix has been adopted by the Risk Management Unit

Action: Michelle to forward the new risk-rating matrix to Jacqui Miller

5.3 2006 Training Schedule as discussed above

6. New Business

6.1 OHS Review of 2005

- Comments/feedback were invited on the all OHS activities and events that were carried out in 2005. The committee regarded that the various training sessions organized as useful and important. CHI reported that it was useful to schedule their OHS training sessions during their seminar slots and had good attendance
- Rebecca Caddy informed the committee about the School undergone an audit where OHS was one of the areas covered. The OHS area received the highest rating (1).

6.2 Planning for 2006

- The main action items for 2006 were decided as:
 - After hours policy to be implemented in 2006
 - A training plan needs to be adopted for the School
 - Due Diligence training recommended for Heads of School and Directors. Supervisor training has been removed and Due Diligence training, which is for 2 hours, has been opened to other committee members
 - Workplace inspections to be carried out in October/November of 2006

- Electrical testing and tagging was seen as an ongoing task and will be carried out throughout the year
- Risk assessments to be conducted and areas need to be identified in order to plan a systematic way of carrying these out. Karin Banna reported on the need of risk assessments in the Field Placement(s) area in the Postgraduate coursework programs. Michelle and Jacqui to discuss how this could be implemented from next year.
- Annual report to Level 1 OHS Policy and Strategic Planning Committee was tabled
- At present there are no standard operating procedures (SOPs) for the School. Richard S informed the committee that he was in the process of developing these for the Faculty Office

Action: Jacqui to send the Due Diligence training dates to the Centre Heads and Head of School.

6.3 Current OHS Issues

Milk delivery and hot water system

Risk assessment needs to be carried out for these tasks

Action: Jacqui Miller to conduct a risk assessment of these tasks and contact Risk Management Unit for their SOPs on the hot water system

7. Changes in the workplace

Asbestos removal from the main wing of Wallace Wurth Building has been organized. Robin Mok to report changes in the Wallace Wurth Bldg once the work is completed

8. Any other business

8.1 Sonal Bhalla to maintain the training register for the School and Centres. Any training undertaken by staff needs to be reported to her.

10. Meeting dates

Duration of meeting to be extended to one and a half hours

Meeting dates to be confirmed by Jacqui Miller early next year

Tues 28 Feb at 10:30am – 11:30

Tues 23 May at 10.30am – 11:30

Tues 22 Aug at 10.30am – 11:30

Tues 21 Nov at 10.30am – 11:30

Meeting closed at 12 noon