



FACULTY OF MEDICINE
SCHOOL OF PUBLIC HEALTH AND COMMUNITY MEDICINE

Date	Tuesday 13 November 2012	
Time	12:00-1:00pm	
Place	Room 241, Level 2, Samuels Building	
Agenda Distribution	Husna Razee, Raina MacIntyre, Anil Singh-Prakash, Ravit Danieli-Vlandis, Anita Heywood, Sarah Jacob, Catherine Webster, Bayzidur Rahman, Martina Lavin, Zhanhai Gao, Abrar Chughtai	
Preparation Notes	Sarah Jacob	
Agenda Item	Report from	
1. Welcome and Apologies Attendees: Husna Razee, Raina MacIntyre, Anil Singh-Prakash, Ravit Danieli-Vlandis, Anita Heywood, Catherine Webster, Martina Lavin, Zhanhai Gao, Abrar Chughtai Apologies: Sarah Jacob, Bayzidur Rahman	Chairperson	
2. Confirmation of Minutes of the previous meeting held: Minutes confirmed from 14th August 2012 H&S meeting	Chairperson	
3. Action items and matters arising from the previous meeting <i>Pending items:</i> Matters arising: 3.1 Working Overseas/Travel session for staff & students - 29/8 – Session was well attended & received. The session included presentations from Richard Taylor & Heather Worth on fieldwork and issues. Cath Hansen & Paul Bradson presented on Travel Policy, travel system and risk assessments Pending items: 3.2 Committee compliance with consultation procedure – Completed 3.3 Nomination of new coursework student representative to committee- Call for nominations sent out in student newsletter on 3 occasions but no nominations have been received. Anita meeting with Student coursework Representative today to discuss potential candidate for nomination		
4. Correspondence In & Out – refer to item 8.1	Chairperson/Secretary	
5. Chairperson's/ Faculty H&S Coordinator's Report 5.1 Items from L1 & L2 H&S Committees Continuing to track school corrective actions and online training 5.2 H&S Website updates- risk assessment forms and committee meeting minutes available online 5.3 New/changes to H&S legislation/standards- N/A 5.4 New/changes to UNSW H&S policy/procedure/guidelines- changes not applicable to school 5.5 Committee compliance with consultation procedure What consultation mechanism they prefer to use, either <ul style="list-style-type: none"> ▪ Maintain the existing L3 Health and Safety committee or ▪ Develop new consultation arrangements for each work group, e.g. HSR Mentioned at the school meeting on 15 th August however not all staff was present. Anil will send broadcast email to staff should anyone object to	Chairperson/Faculty H&S coordinator	

continuing with the existing arrangement	
6. Progress on OHSMS Implementation Plan 6.1 Supervisor Training course update – remaining supervisors unavailable during November due to marking. Early next year suggested, during February before commencement of Semester 1- Anil to liaise and confirm date with Martina	Management Rep
7. Inspection, Testing and Monitoring Program – nothing to report 7.1 Workplace H&S inspections- Completed for 2012 7.2 Electrical testing and tagging- Completed for 2012- Frank from faculty responsible 7.3 H&S audits- Close off outstanding actions	Committee
8. H&S Training Program 8.1 Training needs analysis (training gaps) <ul style="list-style-type: none"> ▪ All staff completed the training. ▪ Student training register attached- ongoing follow-up for non-compliant students. Email sent 10th October & November by Catherine 8.2 Training plan 8.3 Training completed	Committee
9. First aid, Emergency and Security No incidents reported School scheduled in for lockdown and evacuation drill tomorrow (14 th Nov)	Chairperson/Management Rep
10. Changes to Workplace 10.1 Facilities, processes and OHS specifications 10.1.1. Refurbishment and maintenance <ul style="list-style-type: none"> ▪ Level 3 Western Balcony Currently with FM- Anil to follow-up ▪ Windows Windows in meeting rooms fixed 10.1.2. Plant, equipment and furniture- N/A 10.2 Management decisions that may impact on H&S 10.2.1. Changes to assigned H&S responsibilities <ul style="list-style-type: none"> ▪ Committee membership Program Directors will not be joining committee, however all staff are asked prior to the committee meeting if they wish to table any items for discussion. 10.2.2. Relocations and other issues- N/A	Chairperson/Management Rep
11. Hazard and Incidents Reports and Review- Balcony outstanding- Anil to follow-up with FM	Chairperson
12. Corrective Actions Register Review and Update – (as above) with FM	Register custodian
13. H&S Hazard & Risk Register Review and Update 13.1 Risk assessment review and approval Husna co-coordinating meeting with Martina and staff who raised concerns over the template risk assessment for overseas travel 13.1.1 Risk assessments procedure for ILP students <ul style="list-style-type: none"> ▪ Committee to ask Sally Nathan to draft a procedure document for ILP students directing them to complete and submit the risk assessment form/s relevant to the activities they will be doing during the project. ▪ Committee to obtain reports from Sally before each meeting to check if students have submitted the forms or possibly ask to join as a committee member 	Chairperson

<p>13.2 Risk assessment for undergraduate GP students</p> <ul style="list-style-type: none"> ▪ Joel Rhee would like to meet with Husna & Martina to discuss Risk assessments for undergraduate GP students- Husna to coordinate 	
<p>14. New business</p>	Chairperson
<p>15. Business without notice</p> <p>The committee discussed the following incident/hazards</p> <ul style="list-style-type: none"> ▪ The committee feels the incident report regarding Chancellery walk has not been adequately addressed as vehicles using the area still present a risk to running someone over. The area has now been sign posted however the committee have suggested the area should be pedestrian only by permanently putting up the bollards and having a stop sign at the crossing – Anil to lodge another hazard report attention to Helen Moustacas ▪ Hazard report to be lodge by Anita for ground floor stair exit door. People waking in-between pylon and building when door opens can hit passerby. Pylon needs to be closer to building so people do not walk in-between 	All
<p>16. Next meeting and future dates for 2013</p> <p>12 February 2013 14 May 2013 13 August 2013 12 November 2013</p>	
<p>17. Close of Meeting</p>	Chairperson