



**FACULTY OF MEDICINE
SCHOOL OF PUBLIC HEALTH AND COMMUNITY MEDICINE**

Date	Tuesday 12 November 2013	
Time	2.00-3:00pm	
Place	Room 241, Level 2, Samuels Building	
Agenda Distribution	Abrar Chughtai, Ravit Danieli-Vlandis, Blathnaid Farrell, Zhanhai Gao, Anita Heywood, Sarah Jacob, Raina MacIntyre, Sally Nathan, Bayzidur Rahman, Husna Razee, Anil Singh-Prakash, Lisa Tomlinson	
Preparation Notes	Sarah Jacob	
Agenda Item		Report from
1. Welcome and Apologies Apologies: Lisa Tomlinson, Bayzidur Rahman, Zhanhai Go, Ravit Danieli-Vlandis Attendees: Abrar Chughtai, Blathnaid Farrell, Anita Heywood, Sarah Jacob, Sally Nathan, Husna Razee, Anil Singh-Prakash		Chairperson
2. Confirmation of Minutes of the previous meeting held: <i>Minutes confirmed from 13 August 2013 meeting</i>		Chairperson
3. Action items and matters arising from the previous meeting Action Items: 3.1 Husna to broadcast document from Chairperson's Forum to all staff 3.2 Sarah to email Committee 2014 meeting dates via Outlook Matter Arising 3.3 Defibrillator for the School – waiting on report from Level 1 Committee. All defibrillators will be centrally managed 3.4 Chief Warden for Samuels Building – Derek Williamson, Museum of Human Disease, Lower Ground level		Chairperson/Committee
4. Correspondence In & Out 4.1 Email from staff member re. Travel Risk Assessment Form – Paul Bransdon from RMU has clearly confirmed that the simple Risk Assessment form (older version) alone is not sufficient to gain approval for travel. Blathnaid in consultation with the RMU is developing a flowchart that will help staff members understand how to choose the right RA form to complete for the activity they intend to undertake. 4.2 Email re. HS825 Alcohol and Drugs Procedure up for consultation was sent from Chairperson to Committee for distribution to units		Chairperson/Committee
5. Chairperson's/ Faculty H&S Coordinator's Report <ul style="list-style-type: none"> • Manual Handling is an important H&S area across the university - staff should not be lifting heavy furniture or equipment. Proper procedure must be followed at all times. • Fluoro Friday on 29th Nov. A mock-up demo of SafeSys may be demonstrated 5.1 Items from L1 & L2 H&S Committees 5.2 H&S Website updates 5.3 New/changes to H&S legislation/standards 5.4 New/changes to UNSW H&S policy/procedure/guidelines		Chairperson/Faculty H&S coordinator

<ul style="list-style-type: none"> Upcoming for consultation: Working from home procedure <p>5.5 Committee compliance with consultation procedure – to be discussed in the first meeting each year</p> <p>5.6 Chairperson’s forum – Items highlighted were:</p> <ul style="list-style-type: none"> All new supervisors need to undergo training Undergraduate students on placements have to be trained Keeping a risk register After-hours access to the building 	
<p>6. Progress on OHSMS Implementation Plan – SAT completed</p>	Management Rep
<p>7. Inspection, Testing and Monitoring Program</p> <p>7.1 Workplace H&S inspections – Level 2 and 3 completed</p> <p>7.2 Electrical testing and tagging</p> <p>7.3 H&S audits</p>	Committee
<p>8. H&S Training Program</p> <p>8.1 Training needs analysis (training gaps)</p> <p>8.1.1 New staff – report from Ravit – completed</p> <p>8.1.2 Research students – report from Suzie – many incomplete, need to follow up</p> <p>8.1.3 ILP students – Anil and Sally to discuss a Plan of Action for 2014 onwards</p> <p>8.1.4 Independent Study</p> <p>8.2 Training plan</p> <p>8.3 Training completed</p>	Committee
<p>9. First aid, Emergency and Security</p> <p>9.1 Emergency Drill 4 October – The drill went well. Not all wardens were present on the day. Level 4 has asked if they can be provided a copy of the list of Drs and Nurses we have up in our School. Committee voted in favor.</p>	Chairperson/Committee
<p>10. Changes to Workplace</p> <p>10.1 Facilities, processes and OHS specifications</p> <p>10.1.1. Refurbishment and maintenance – toilets are not cleaned well. No rubbish bins provided inside the toilets, Level 2 hand dryer very noisy.</p> <p>10.1.2. Plant, equipment and furniture</p> <p>10.2 Management decisions that may impact on H&S</p> <p>10.2.1. Changes to assigned H&S responsibilities</p> <p>10.2.2. Relocations and other issues</p>	Chairperson/Management Rep
<p>11. Hazard and Incidents Reports and Review</p>	Chairperson/Committee
<p>12. Corrective Actions Register Review and Update</p>	Register custodian
<p>13. H&S Hazard & Risk Register Review and Update</p>	Chairperson/Committee
<p>14. Business without notice</p> <ul style="list-style-type: none"> Danger tape outside rear entrance to the building – needs to be removed or replaced with a sign or tape more suitable if it’s purpose is to stop vehicles from parking there and there is no actual danger in that area. 	Committee
<p>15. Next meeting and future dates for 2014</p> <p>11 February 2014</p> <p>13 May 2014</p> <p>12 August 2014</p> <p>11 November 2014</p>	Secretary
<p>16. Close of Meeting</p>	Chairperson