



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

<b>Date</b>	Wednesday 29 May 2013	
<b>Time</b>	2.00-3:00pm	
<b>Place</b>	Room 241, Level 2, Samuels Building	
<b>Agenda Distribution</b>	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	
<b>Preparation Notes</b>	Sarah Jacob	
<b>Agenda Item</b>	<b>Report from</b>	
<b>1. Welcome and Apologies</b> <b>Attendees:</b> <i>Abrar Chughtai, Ravit Danieli-Vlandis, Blathnaid Farrell, Anita Heywood, Sarah Jacob, Raina MacIntyre, Sally Nathan, Bayzidur Rahman, Husna Razee, Anil Singh-Prakash, Lisa Tomlinson</i> <i>Husna welcomed Lisa to the Committee.</i>	Chairperson	
<b>2. Confirmation of Minutes of the previous meeting held:</b> <i>Minutes confirmed from 12 February 2013 H&amp;S meeting</i>	Chairperson	
<b>3. Action items and matters arising from the previous meeting</b> <b>Matters confirmed:</b> <ul style="list-style-type: none"> <li>• <i>Student coursework representative to committee selected – Lisa Tomlinson</i></li> <li>• <i>New emergency flipcharts – distributed to all staff</i></li> <li>• <i>Anita provided lockdown instructions at the March staff meeting</i></li> </ul> <b>Matters arising</b> <ul style="list-style-type: none"> <li>• <i>H&amp;S for supervisors training – 14 March</i>  <i>Staff who left the session early should submit a completed risk assessment form to be marked competent. Blathnaid to send an email to Anil for distribution to respective staff.</i></li> </ul>	Chairperson / Management Rep / Faculty H&S coordinator	
<b>4. Correspondence In &amp; Out</b> <b>4.1 Document consultations:</b> <ul style="list-style-type: none"> <li>4.1.1 <i>Work and Safety plan</i></li> <li>4.1.2 <i>Review procedure</i></li> <li>4.1.3 <i>Plant equipment procedure</i></li> <li>4.1.4 <i>Work Health and Safety policy</i></li> <li>4.1.5 <i>WHS policy statement.</i></li> </ul> <i>Above documents were emailed to the Committee by Chair for review and comments.</i> <b>4.2 Email queries around risk assessment forms – see Attachment 5</b> <i>Staff have enquired about why they should fill in the School's detailed travel risk assessment forms when the University has a 1-page 'Simple Travel Risk Assessment Form' on the RMU website:</i> <a href="http://www.fin.unsw.edu.au/files/forms/rmu/RMU_Simple_Travel_Risk_Assessment_Form.pdf">http://www.fin.unsw.edu.au/files/forms/rmu/RMU_Simple_Travel_Risk_Assessment_Form.pdf</a> <b>ACTION:</b> <i>Blathnaid confirmed the 1-page form is an older version which should be removed from the website and she will follow up with the RMU.</i> <i>Committee to send an email broadcast to all staff mandating that risk assessments must be completed where relevant.</i>	Chairperson/Secretary	

<p><b>5. Chairperson's/ Faculty H&amp;S Coordinator's Report</b></p> <p><b>5.1 Items from L1 &amp; L2 H&amp;S Committees</b></p> <p>5.1.1. Level 2 H&amp;S committee minutes – see Attachment 1  <i>New WHS Policy statement</i>  <i>New system - SafeSys</i>  <i>UNSW passed Work Cover Audit</i>  <i>Kirby Institute and SWCH to be internally audited this year</i></p> <p><b>5.2 H&amp;S Website updates</b>  <i>New Domestic Travel Risk Assessment form added</i></p> <p>5.3 New/changes to H&amp;S legislation/standards</p> <p><b>5.4 New/changes to UNSW H&amp;S policy/procedure/guidelines</b>  <i>New H&amp;S Policy Statement finalised and a copy was given to the committee.</i></p> <p>5.5 Committee compliance with consultation procedure</p>	Faculty H&S coordinator
<p><b>6. Progress on OHSMS Implementation Plan</b></p> <p><i>Corrective actions that arise after completing the Self-Audit Tool to be listed here.</i></p>	Management Rep
<p><b>7. Inspection, Testing and Monitoring Program</b></p> <p><b>7.1 Workplace H&amp;S inspections – Level 2 and 3 completed – see Attachment 2</b></p> <ul style="list-style-type: none"> <li>• <i>Workstations with curved corners – Blathnaid suggested using desk lozenges/corner converters for ergonomic support</i></li> <li>• <i>Room 209 – remove internal printer; staff can use the one just outside</i></li> <li>• <i>Corrective action arising from inspections should be entered into the online system</i></li> </ul> <p><b>7.2 Electrical testing and tagging – organized by FM Assist</b></p> <p>7.3 H&amp;S audits</p>	Committee
<p><b>8. H&amp;S Training Program</b></p> <p><b>8.1 Training needs analysis (training gaps)</b></p> <p>8.1.1 <b>New staff</b> – report from Ravit – all completed</p> <p>8.1.2 <b>Supervisors training</b> - offered 4 times a year now; enroll through myUNSW; 100% supervisors must attend</p> <p>8.1.3 <b>Research students</b> – all have to complete by their confirmation review</p> <p>8.1.4 <b>ILP students</b> – report from Sally – have communicated with supervisors; looking to bulk enroll ILP students for the H&amp;S awareness course each year.</p> <p>8.2 Training plan</p> <p>8.3 Training completed</p>	Committee
<p><b>9. First aid, Emergency and Security</b></p> <p><b>9.1 Defibrillator – see Attachment 3 for quotes</b>  <i>A few available on campus: Lowy, 24 Botany St; School might buy one</i>  <i>Blathnaid to report back on decision from Level 1 committee</i></p> <p><b>9.2 SPHCM triage procedure – see Attachment 4 ; Anita's email to Karl Natschev</b></p> <p><b>9.3 Listing medical doctors and RNs on staff as emergency personnel</b>  <i>Draw up a list to know who the GPs and RNs in SPHCM are</i></p>	Chairperson/Management Rep
<p><b>10. Changes to Workplace</b></p> <p>10.1 Facilities, processes and OHS specifications</p> <p>10.1.1. Refurbishment and maintenance</p> <p>10.1.2. Plant, equipment and furniture</p> <p>10.2 Management decisions that may impact on H&amp;S</p> <p>10.2.1. Changes to assigned H&amp;S responsibilities</p> <p>10.2.2. Relocations and other issues</p>	Chairperson/Management Rep
<p><b>11. Hazard and Incidents Reports and Review</b></p> <p><b>Outstanding</b></p> <p><b>11.1 Level 3 Western balcony</b> – Anil's report – locks have been changed; nothing more can be done</p> <p><b>11.2 Chancellery Walk</b> – pedestrian only – Anil's report – FM has put up signs; Helen Moustacas has agreed to look into this further; Blathnaid will bring this issue to the attention of the new FM coordinator.</p>	Chairperson
<p><b>12. Corrective Actions Register Review and Update</b></p>	Register custodian

<b>13. H&amp;S Hazard &amp; Risk Register Review and Update</b> 13.1 Risk assessment review and approval 13.1.1 <b>Travel Risk Assessment forms</b> - <i>Supervisors to sign off on the risk assessment forms</i>	Chairperson
<b>14. New business</b>	Chairperson
<b>15. Business without notice</b>	All
<b>16. Next meeting and future dates for 2013</b> <i>13 August 2013 (TBC)</i> <i>12 November 2013</i>	
<b>17. Close of Meeting</b>	Chairperson