



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

Date	Tuesday 12 February 2013	
Time	2.00-3:00pm	
Place	Room 241, Level 2, Samuels Building	
Agenda Distribution	Abrar Chughtai, Ravit Danieli-Vlandis, Zhanhai Gao, Anita Heywood, Sarah Jacob, Martina Lavin, Raina MacIntyre, Sally Nathan, Bayzidur Rahman, Husna Razee, Anil Singh-Prakash	
Preparation Notes	Sarah Jacob	
Agenda Item	Report from	
1. Welcome and Apologies Attendees: Abrar Chughtai, Ravit Danieli-Vlandis, Anita Heywood, Sarah Jacob, Martina Lavin, Raina MacIntyre, Sally Nathan, Husna Razee, Anil Singh-Prakash Apologies: Abrar Chughtai, Bayzidur Rahman, Zhanhai Gao Husna welcomed Sally to the Committee.	Chairperson	
2. Confirmation of Minutes of the previous meeting held: Minutes confirmed from 13 November 2012 H&S meeting	Chairperson	
3. Action items and matters arising from the previous meeting Matters arising: Pending items: 3.1 Nomination of new student coursework representative to committee – Anita progressing this item. More to be discussed at next meeting.		
4. Correspondence In & Out – refer to item 13.1.1	Chairperson/Secretary	
5. Chairperson's/ Faculty H&S Coordinator's Report 5.1 Items from L1 & L2 H&S Committees – no report 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 - Casual academics working more than 7 hrs/week should undertake OHS training - Emergency flip charts – Ravit to follow up with Stefan/Karl 5.5 Committee compliance with consultation procedure	Faculty H&S coordinator	
6. Progress on OHSMS Implementation Plan 6.1 Supervisor Training course update – to be scheduled in early March Mandatory attendance required for all supervisors – research, ILP	Management Rep	
7. Inspection, Testing and Monitoring Program 7.1 Workplace H&S inspections – to be completed by next meeting 7.2 Electrical testing and tagging – Faculty responsible 7.3 H&S audits – 2013 WorkCover Audit (see attachment) Husna has asked Committee to be prepared for an audit. Medicine was last audited in 2010. Responsibility matrix, document and risk register needs to be updated.	Committee	

<p>8. H&S Training Program</p> <p>8.1 Training needs analysis (training gaps)</p> <ul style="list-style-type: none"> - All new staff have completed training - Student training register – ongoing follow-up for non-compliant students. <p>8.2 Training plan</p> <p>8.3 Training completed</p>	Committee
<p>9. First aid, Emergency and Security</p> <ul style="list-style-type: none"> - School scheduled in for emergency drill on March 18 - Anita to debrief staff on lockdown drill (14th Nov) during next staff meeting. - Anita to contact Karl Natshev to obtain more information about triage In the event of an emergency. Raina suggested asking medical doctors and RNs on staff if they would like to be listed as emergency personnel. 	Chairperson/Management Rep
<p>10. Changes to Workplace</p> <p>10.1 Facilities, processes and OHS specifications</p> <p>10.1.1. Refurbishment and maintenance</p> <ul style="list-style-type: none"> - Level 3 Western Balcony – currently with FM <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> <p>Outstanding</p> <p>11.1 Level 3 Western balcony – currently with FM</p> <p>11.2 Chancellery Walk – currently with FM</p> <p>11.3 Ground floor stair exit door – a yellow sign has been painted just outside the door to warn pedestrians that door opens out.</p>	Chairperson
<p>12. Corrective Actions Register Review and Update</p>	Register custodian
<p>13. H&S Hazard & Risk Register Review and Update</p> <p>13.1 Risk assessment review and approval</p> <p>13.1.1 ILP Risk assessments</p> <p>All ILP students need to complete a risk assessment form. Supervisors should then review. If they are not comfortable with signing off, refer to Committee. All signed forms will be forwarded to Committee for record keeping.</p> <p>13.1.2 Undergraduate Placements Risk assessments</p> <p>A checklist is given to all students to complete with their supervisors during Week 1 of placement. Additionally, a letter is also sent to supervisors advising them of new legislation and their responsibilities.</p> <p>13.1.3 Risk assessment forms on website – need to be amended</p> <p>13.1.4 Overseas Travel Risk assessments – multiple travels to same destination in the same year – 1 risk assessment form is sufficient.</p>	Chairperson
<p>14. New business</p>	Chairperson
<p>15. Business without notice</p>	All
<p>16. Next meeting and future dates for 2013</p> <p>14 May 2013</p> <p>13 August 2013</p> <p>12 November 2013</p>	
<p>17. Close of Meeting</p>	Chairperson