



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

Date	Tuesday 14 August 2012	
Time	2.00-3:00pm	
Place	Room 315, Level 3, Samuels Building	
Agenda Distribution	Husna Razee, Raina MacIntyre, Glenda Lawrence, Joanne Travaglia, Richard Taylor, Heather Worth, Robyn Richmond, Siranda Torvaldsen, Holly Seale, Anil Singh-Prakash, Ravit Danieli-Vlandis, Anita Heywood, Sarah Jacob, Catherine Webster, Ranmalie Jayasinha, Bayzidur Rahman, Martina Lavin, Zhanhai Gao, Nick Zwar	
Preparation Notes	Sarah Jacob	
Agenda Item	Report from	
1. Welcome and Apologies Attendees: Raina MacIntyre, Anil Singh-Prakash, Ravit Danieli-Vlandis, Anita Heywood, Sarah Jacob, Ranmalie Jayasinha, Bayzidur Rahman, Martina Lavin Apologies: Husna Razee, Glenda Lawrence, Joanne Travaglia, Richard Taylor, Heather Worth, Robyn Richmond, Siranda Torvaldsen, Holly Seale, Catherine Webster, Zhanhai Gao, Nick Zwar	Chairperson	
2. Confirmation of Minutes of the previous meeting held: Minutes confirmed from 15th May 2012 H&S meeting	Chairperson	
3. Action items and matters arising from the previous meeting <i>Pending items:</i> 3.1 Floor Wardens – Bayzid Rahman & Andrew Hayen have been appointed as floor wardens 3.2 School Self Audit Tool – completed 3.3 Working Overseas/Travel seminar for staff & students – scheduled for Wednesday 29 th August – all staff and students involved in research overseas invited		
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 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 5.5 Committee compliance with consultation procedure – see attached email At the School meeting on 15 th August, committee will ask staff 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 	Chairperson/Faculty H&S coordinator	
6. Progress on OHSMS Implementation Plan 6.1 Supervisor Training course update – Early November – Anil to liaise and confirm date with Martina	Management Rep	

<p>7. Inspection, Testing and Monitoring Program – nothing to report 7.1 Workplace H&S inspections 7.2 Electrical testing and tagging 7.3 H&S audits</p>	Committee
<p>8. H&S Training Program 8.1 Training needs analysis (training gaps) - Mandatory online training for all new staff – see attached email</p> <ul style="list-style-type: none"> ▪ All <u>except one</u> completed the training. Ravit to follow up. ▪ Committee to obtain reports from Catherine before each meeting to check if research students have completed the training. <p>8.2 Training plan 8.3 Training completed</p>	Committee
<p>9. First aid, Emergency and Security Level 2 First Aid kit maintained by Christina Rofe Level 3 First Aid kit maintained by Ravit</p>	Chairperson/Management Rep
<p>10. Changes to Workplace 10.1 Facilities, processes and OHS specifications 10.1.1. Refurbishment and maintenance</p> <ul style="list-style-type: none"> ▪ Level 3 Western Balcony Raina suggested installing a windbreak or sealing off the Lvl 3 western balcony to make good use of the space. Discussions with FM ongoing. ▪ Windows Windows in meeting rooms, etc. cannot be closed easily. Ravit to follow up with FM. <p>10.1.2. Plant, equipment and furniture 10.2 Management decisions that may impact on H&S 10.2.1. Changes to assigned H&S responsibilities</p> <ul style="list-style-type: none"> ▪ New Appointments Chair – Dr Husna Razee Secretary– Sarah Jacob ▪ Committee membership Program Directors have been asked to join the committee. Martina suggested asking them to report any issues they would like raised before each committee meeting. <p>10.2.2. Relocations and other issues</p>	Chairperson/Management Rep
<p>11. Hazard and Incidents Reports and Review</p>	Chairperson
<p>12. Corrective Actions Register Review and Update 12.1 Medicine Faculty Corrective action closure rate – 86%</p>	Register custodian
<p>13. H&S Hazard & Risk Register Review and Update 13.1 Risk assessment review and approval 13.1.1 Risk assessments procedure for ILP students</p> <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. <p>13.2 Register update – SPHCM H&S webpage 5 risk assessment templates have been put up on the School website for staff & students to access when required:</p> <ul style="list-style-type: none"> ▪ Office Environment ▪ Non-SPHCM Environment – <i>Staff working from home will need to complete this risk assessment.</i> Sarah to add a note on the webpage. ▪ Overseas Research ▪ Undergraduate GP clinical placements ▪ Research requiring home visits 	Chairperson

14. New business	Chairperson
15. Business without notice	All
16. Next meeting and future dates for 2012 13th November 12-1pm	
17. Close of Meeting	Chairperson