**Facility of Medicine**  
**School of Public Health and Community Medicine**

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuesday 14 August 2012</th>
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<tbody>
<tr>
<td>Time</td>
<td>2.00-3:00pm</td>
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<tr>
<td>Place</td>
<td>Room 315, Level 3, Samuels Building</td>
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<tr>
<td>Agenda Distribution</td>
<td>Husna Razee, Raina MacIntyre, Glenda Lawrence, Joanne Travaglia, Richard Taylor, Heather Worth, Robyn Richmond, Siranda Torvaldsen, Holly Seale, Anil Singh-Prakash, Ravit Danielli-Vlandis, Anita Heywood, Sarah Jacob, Catherine Webster, Ranmalie Jayasinha, Bayzidur Rahman, Martina Lavin, Zhanhai Gao, Nick Zwar</td>
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<tr>
<td>Preparation Notes</td>
<td>Sarah Jacob</td>
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**Agenda Item**

1. **Welcome and Apologies**
   - **Attendees:** Raina MacIntyre, Anil Singh-Prakash, Ravit Danielli-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

2. **Confirmation of Minutes of the previous meeting held:** Minutes confirmed from 15th May 2012 H&S meeting

3. **Action items and matters arising from the previous meeting**
   - **Pending items:**
     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 29th August – all staff and students involved in research overseas invited

4. **Correspondence In & Out – refer to item 8.1**

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 13th August, committee will ask staff what consultation mechanism they prefer to use, either
     - Maintain the existing L3 Health and Safety committee or
     - Develop new consultation arrangements for each work group, e.g. HSR

6. **Progress on OHSMS Implementation Plan**
   - 6.1 **Supervisor Training course update** – Early November – Anil to liaise and confirm date with Martina

**Report from**
- Chairperson
- Chairperson/Secretary
- Chairperson/Faculty H&S coordinator
- Management Rep
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

8. **H&S Training Program**
   - 8.1 Training needs analysis (training gaps)
     - Mandatory online training for all new staff – see attached email
       - All except one 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.
   - 8.2 Training plan
   - 8.3 Training completed

9. **First aid, Emergency and Security**
   - Level 2 First Aid kit maintained by Christina Rofe
   - Level 3 First Aid kit maintained by Ravit

10. **Changes to Workplace**
    - 10.1 Facilities, processes and OHS specifications
      - 10.1.1. **Refurbishment and maintenance**
        - **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.
    - 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**
        - **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.
    - 10.2.2. Relocations and other issues

11. **Hazard and Incidents Reports and Review**

12. **Corrective Actions Register Review and Update**
    - 12.1 Medicine Faculty Corrective action closure rate – 86%

13. **H&S Hazard & Risk Register Review and Update**
    - 13.1 Risk assessment review and approval
      - 13.1.1 Risk assessment procedure for ILP students
        - 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.
    - 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:
        - Office Environment
        - Non-SPHCM Environment – Staff working from home will need to complete this risk assessment. Sarah to add a note on the webpage.
        - Overseas Research
        - Undergraduate GP clinical placements
        - Research requiring home visits

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**Level 3 OHS Committee Agenda**
**Current Version: 1.1, 06/12/2010**
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<tbody>
<tr>
<td>14. New business</td>
<td>Chairperson</td>
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<td>15. Business without notice</td>
<td>All</td>
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<td>16. Next meeting and future dates for 2012</td>
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<td>13th November 12-1pm</td>
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<td>17. Close of Meeting</td>
<td>Chairperson</td>
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