

OHS635

Level 3 OHS Committee Minutes



**UNSW**  
THE UNIVERSITY OF NEW SOUTH WALES

FACULTY of Medicine  
School of Public Health and Community Medicine

<b>Date</b>	14 <sup>th</sup> February 2012
<b>Time</b>	12-1pm
<b>Place</b>	<b>Room 241 Samuels Building</b>
<b>Attendance</b>	Damian Harkin (chair), Anil Singh-Prakash, Ravit Danieli-Vlandis, Anita Heywood, Sarah Jacob , Catherine Webster, Ranmalie Jayasinha, Husna Razee, Raina MacIntyre
<b>Apologies</b>	<i>Martina Lavin</i>
<b>Preparation Notes</b>	Catherine Webster
<b>Agenda Item</b>	<b>Report from</b>
<b>1. Welcome</b>	Chairperson
<b>2. Confirmation of the Minutes of the previous meeting held 15<sup>th</sup> November 2011 :</b> Minutes confirmed	Chairperson
<b>3. Action Items and matters:</b> Pending items: 3.1 Volunteer Deputy Fire Warden for Samuels Bldg- Anil has approached a few people and has sent out a school broadcast for a volunteer. Hope to report back with a name at the next meeting in May	Chairperson
<b>4. Correspondence In &amp; Out</b> In response to our incident reports relating to traffic on Chancellery Walk , the OHS dept. have informed us that signs stating shared zones and brightly coloured pedestrian warning signs have been installed on Chancellery walk	Chairperson
<b>5. Chairperson's Report/Faculty Coordinator's Report</b> 5.1 Items from L1 &L2 Committees: – nothing to report 5.2 OHS Website Updates – nothing to report	Martina Lavin

<p>5.3 New/Changes to OHS legislation/standards- nothing to report</p> <p>5.4 New/changes to OHS policy, procedure, guidelines – Changing current OHS system and will no longer have to rate hazards for the risk register</p> <p>5.5 Committee compliance with consultation procedure – no report</p>	
<p><b>6. Progress on OHSMS Implementation Plan</b> Risk register and training register are up to date. Damien will continue working on putting OHS documents on our website with Sonal/Chris</p>	All
<p><b>7. Inspection, Testing and Monitoring Program</b></p> <p>7.1 Workplace OHS inspections – 2012 Inspections scheduled for March 2012. Catherine and Ravit will complete level 2 and Ravit and Husna will inspect Level 3.</p> <p>7,2 Electrical testing and tagging- ongoing for new items</p> <p>7.2 OHS Audits- nothing to report</p>	Chair Person/ Anil Singh- Prakash
<p><b>8. OHS Staff Training Program – refer to item 3.5</b></p> <p>8.1 Training needs analysis (training gaps)</p> <p>8.2 Training Plan</p> <p>8.3 Training completed register - ongoing</p>	Chairperson
<p><b>9. First aid, emergency and security</b> Nothing to report.</p>	Chairperson
<p><b>10. Changes to workplace</b></p> <p>10.1 Facilities - Level 2 Kitchen renovations are scheduled for Late March/Early April. The area will be closed off, staff will be directed to use student kitchenette on level 2 or kitchen on level 3</p> <p>10.2 Plant, equipment and furniture- There has been a request for special chairs by a staff member which has been purchased</p> <p><b>Management Issues</b></p> <p>10.3 Changes to assigned OHS responsibilities- New floor warden needed for Level 2 to replace Angela McLoughlin. Damien will approach some people. Committee members have suggested Alison Short or Tun Shwe located near Room 212</p> <p>10.4 Relocations and other issues</p>	Anil Singh- Prakash
<p><b>11. Hazard and Incident Reports and Update</b> No new incidents to report</p>	Anil Singh- Prakash

<p><b>12. Corrective Actions Register Review and Update</b>  OHS System keeps sending reminders for incident reports to managers. Damien has advised that reminders will continually be sent until the incident report is closed by FM. Damien will follow up with Marina</p>	<p>Anil Singh-Prakash</p>
<p><b>13. OHS Hazard and Risk Register Review and Update</b>  Updated hazard and risk register and template risk control documents available on the Server  J:\Admin\OH&amp;S\Document Register (will also be available on the website in the near future)  Risk assessment documents include General Office Environment, Non SPHCM environments and Overseas research</p> <ul style="list-style-type: none"> <li>• Anil and Ravit will include the office environment risk assessment into the Staff Induction</li> <li>• Catherine has implemented risk assessment into research student reviews- Ongoing</li> <li>• Anil will follow up risk assessments for ILP students with Sally Nathan</li> <li>• Sarah has circulated draft risk assessment for undergrad students *attached</li> </ul> <p>Risk register control documents will be available on the website- Damien will work on this with Chris/Sonal. The School website will follow the same model as SOMS website <a href="http://medicalsciences.med.unsw.edu.au/somsweb.nsf/page/OHS">http://medicalsciences.med.unsw.edu.au/somsweb.nsf/page/OHS</a></p>	<p>Martina Lavin</p>
<p><b>14. New Business</b>  14.1 Student request for space  PhD student has requested a space for stretching or a place to lay down when back pain arises *email attached  Martina was not present to comment. Damien will follow up after the meeting with Martina and/or with the disabilities unit</p>	
<p><b>15. Business without notice</b>  In response to the ongoing security issue cameras are being installed today on level 2 and will be installed on level 3 next</p>	
<p><b>16. Next meeting and future dates for 2012</b>  15<sup>th</sup> May  14<sup>th</sup> August  13<sup>th</sup> November</p>	