

OHS638-Minutes**Level 2 OHS Committee**
UNSW
 THE UNIVERSITY OF NEW SOUTH WALES

UNIVERSITY OF NEW SOUTH WALES – Australian School of Business
Minutes for Level 2 OHS Committee Meeting

Date	Tuesday 17 th August 2010	
Time	10:00 AM – 11:00 AM	
Place	ASB Boardroom, ASB Building	
Attendance	Avis Wong Bibi Moore Bindya Subba Chris Adam Colin Withers Erica Bowron Huang Xiao Kanami Torii Maurice Cheong Melinda Chylinski Michelle Osborne Paul Maher Simon Arnold Soheila Rafie	Strategy & Entrepreneurship Representative Business Law & Taxation Representative Actuarial Studies Representative Senior Management Representative Accounting Representative MBT Representative Dean's Unit/OHS Administrator AGSM MBA Programs Representative Student/Marketing Unit Representative UNSW OHS & Workers Compensation OHS Committee Secretary Faculty Client Facilities Manager Chairperson, Employer Representative IT@ASB Representative
Apologies	Alec Cameron Fei Wong Justin Green Linzie Brown Paula Aldwell Thuy To Terry O'Callaghan Tricia Hartley	Dean Economics Representative Student Representative AGSM Executive Programs Representative Marketing Representative Banking and Finance Representative Organisation & Management Representative SISTM Representative

Minutes	Action & By whom
1. Welcome and Apologies 1.1 Welcome to Linzie Brown & Melinda Chylinski 1.2 Apologies (as above)	Chairperson
2 Minutes of the Previous Meeting – 16th February 2010 2.1 Minutes approved from last meeting - yes 2.2 Action items have been followed up and are completed; see point 3 below for more details	
3 Action items and matters arising from the previous meeting 3.1 Simon Arnold to discuss with Ed Smith further about installing a defibrillator at CDB Campus; CBD Campus now has a defibrillator installed. Centre for Social Impact (CSI) has a defibrillator located on Level 6, ASB 3.2 Huang Xiao has removed rubbish bins left in the corridors of the Quad Building pose a trip hazard 3.3 Paul Maher looked into the AC issues on Level 5 – resolved. Office occupant was advised not to use heating and AC at the same time	

<p>3.4 Cleanliness of toilets in ASB; ASB's cleaner has had their hours adjusted so they can ensure that they toilets are cleaned before peak times</p> <p>3.5 Huang Xiao to clarify whether staff member's who have completed OHS Consultaion need to complete the Supervisors Course too – Huang has confirmed that staff do need to complete the Supervisors training</p> <p>3.6 Simon Arnold to recruit the Chief Warden of Quad Emergency Team – resolved, Colin Withers has fulfilled this role</p>	
<p>4 Correspondence</p>	<p>Nil report</p>
<p>5 Report from members</p> <p>5.1 Chairperson's Report</p> <p>5.2 Human Resources OHS Representative's Report - new online reporting system has been implemented. OHS Reps queried if it were possible if an auto-notification could be sent to them if an online form has been completed from a staff member within their school/unit.</p> <p>OHS Reps have the capability to check all online reports that have been submitted via myUNSW – Reps are advised to check before each quarterly meeting.</p> <p>5.3 OHS Reports from Schools/Units</p> <p>5.4 Client Facility Manager's Report</p>	<p>Nil report</p> <p>Refer Appendix H Melinda Chylinski to investigate and report back to committee</p> <p>Nil report</p> <p>Nil report</p>
<p>6 Incidents, Hazards and Corrective Action</p> <p>6.1 2 incidents reported for the period of 19/05/10 – 17/8/10</p>	<p>Refer Appendix A</p>
<p>7 Inspection, Testing and Monitoring Program</p> <p>7.1 2010 workplace inspection Report EDU/ MBT/ Student Centre; O&M; S&E completed the inspection in August. ECON inspection has been postponed to September</p> <p>7.2 ASB Kitchens/ Kitchenettes appliances testing and tagging report – XP kitchen appliances due to be checked</p> <p>Concerns were raised about Venues and Events use of the ASB Business Lounge area for large events as they set up ovens in the Lobby and block the fire stairs. Venues and Events also isolate the alarms which poses an increased fire risk.</p>	<p>Refer Appendix B</p> <p>Refer Appendix C</p> <p>Huang Xiao to investigate and report back.</p>
<p>8 OHS Training Program</p> <p>8.1 Faculty OHS training Question raised if HDR students who are located off site need to be OHS trained – all HDR students are to be OHS trained regardless of where they are located.</p> <p>8.2 Training status update refer to Appendix E for more detail</p>	<p>Huang Xiao to report back who is to complete Due Diligence training and include this in table at Appendix D.</p> <p>Refer Appendix E</p>
<p>9 First aid, Emergency and Security</p> <p>9.1 Emergency Matters New Chief Warden for Quad is Colin Withers</p> <p>9.2 All first aid officers certificates are up to date</p>	
<p>10 New Business</p>	<p>Nil report</p>
<p>11 Business without notice</p> <p>11.1 Working from Home – staff who work from home need to obtain supervisors permission to do so and are to ensure that they home</p>	

workstation is set up correctly and is ergonomic 11.2 Staff are reminded that if there are issues with lifts they are to call Security on 56000 to report the issue.	
12 Next meeting and future dates for 2010 16 November 2010 10:00 -11:30am, 6 th Floor, ASB Boardroom	
13 Close of Meeting at 10:41 AM	

Office Bearers:

Simon Arnold
Committee Chairperson (x55096)

Michelle Osborne
Committee Secretary (x57294)

Appendix A Incidents Quarterly Reports for the period of 17/02/10 – 18/05/10

ACCIDENT DATE	DESCRIPTION	ACCIDENT TYPE	AGENT OF INJURY	NATURE (Injury, illness)	BODY LOCATION	WORK COMP	TREATMENT/ CORRECTIVE ACTION
17/6/10	Hit by a car while crossing the zebra line outside AGSM Building.	Hit by a car	A moving vehicle	Minor impact no injury			<ul style="list-style-type: none"> Reported to Security Documented
26/5/10	Slipped & fell in catching a cab to airport for attending a conference overseas	Slip/ Fall	Slippery ground or shoes	Dislocated joint & torn muscle, tendons, ligaments	Right shoulder		<ul style="list-style-type: none"> Medical treatment Yet receive WorkCover medical certificates

Appendix B Workplace Inspection Report 2010

Department	Inspection Schedule	Report Schedule	Inspect Team	Completed	Outstanding corrective issues
CSI,ASB Research Office/ Accreditation	Feb/March	Report to May Meeting	Michelle/Huang	1/4/2010	Nil
IT @ASB	Feb/ March	Report to May Meeting	Soheila/ Huang	8/4/2010	Stuffy air flow
Dean's Unit	March	Report to May Meeting	Huang, Michelle	1/4/2010	Nil
AGSM MBA Program	March	Report to May Meeting	Kanami/Huang	6/5/2010	Nil
ALL	April	Report to May Meeting	Huang	6/5/2010	Nil
KAREC/APuHC	April	Report to May Meeting	Huang	13/5/2010	TV mounted to the wall
B & F	April	Report to May Meeting	Shirley Webster	Feb 2010	Nil
Student Centre/ EDU/	June	Report to Aug Meeting	Maurice / Erica	11/8/2010	Nil
MBT	June	Report to Aug Meeting	Maurice / Erica	11/8/2010	Nil
O & M	July	Report to Aug Meeting	Terry, Avis	6/8/2010	Nil
S & E	July	Report to Aug Meeting	Terry, Avis	6/8/2010	Nil
ECON	July	Report to Aug Meeting	Fei,	Postponed	
AGSM XP	Aug-Sept	Report to Aug Meeting	Linzie, Huang		
ACCT	Aug-Sept	Report to Nov Meeting	Collin, Paula		
MKTG	Aug-Sept	Report to Nov Meeting	Collin, Paula		
BLAT	Aug-Sept	Report to Nov Meeting	Bindya, Bibi, Tricia		
SISTM	Aug-Sept	Report to Nov Meeting	Bindya, Bibi, Tricia		
ACTL	Aug-Sept	Report to Nov Meeting	Bindya, Bibi, Tricia		

Appendix C Testing and Tagging Schedule

Building	Areas	Inspected (Y/N)	By whom	Next inspection due
ASB	Postgrad common room	Yes (24/3/10)	Huang Xiao	24/3/2011
	Kitchen/ Kitchenettes	Yes (24/3/10)	Huang Xiao	24/3/2011
Quad	Quad kitchenettes	Yes (24/3/10)	Huang Xiao	24/3/2011
	IT/CAREC/IRRC Kitchens	Yes (26/3/10)	Huang Xiao	26/3/2011
	APuHC/CEEM kitchenette	Yes (29/3/10)	Huang Xiao	29/2/2011
AGSM	MBA kitchenette	Yes (29/3/10)	Huang Xiao	29/2/2011
	ALL kitchenette	Yes (29/3/10)	Huang Xiao	29/2/2011
CBD	XP Kitchenette	Yes (17/8/09)	Huang Xiao	17/8/2010

Appendix D Tentative ASB OHS Training Dates – 2010

Schedule ASB OHS Training	Date	Location	Number of Attendees
OHS Awareness, Ergonomics & Manual Handling	Wednesday 10/2/10	9.30-12, Quad 2063	23
OHS Awareness, Ergonomics & Manual Handling	Wednesday 5/5/10	9.30-12, Quad 2063	25
OHS for Supervisors	Thursday 3/6/10	10-12, Quad 2093	13
OHS Awareness, Ergonomics & Manual Handling	Friday 16/7/10	9.30-12, Quad 2063	22
OHS for Supervisors	Wednesday 11/8/10	10-12, Quad 2063	10
OHS Awareness, Ergonomics & Manual Handling	Friday 15/10/10	9.30-12, Quad 2063	TBA
OHS for Supervisors	Friday 5/11/10	10-12, Quad 2063	TBA

Appendix E ASB OHS Training Records – Ratio

School/ Unit	ACCT	ACTL	BLAT	B&F	ECON	MKTG	O&M	S&E	SISTM	IT @ ASB
No. of Staff/ HDR	62 14	11 8	14 5	39 54	69 40	40 26	42 29	13 4	16 36	22
No. of Trained	31 1	9 4	12 4	28 13	43 28	15 19	29 21	4 1	14 12	18
OHS Trained Ratio	50% 7%	82% 50%	86% 80%	72% 24%	62% 70%	38% 73%	69% 72%	31% 25%	88% 33%	82%
School/ Unit	MBT	MBA	XP	ALL	Dean's Unit	Alumni	Student Centre/ Marketing	EDU	ASB Res. Office	CSI
No. of Staff/ HDR	10	33	25	19	36		31	17		
No. of Trained	10	27	19	16	32		24	11		
OHS Trained Ratio	100%	82%	76%	84%	89%		77%	65%		

Appendix F Emergency Update

Building	Emergency Teams Set Up (Y/N)	Evacuations	Issues/ Comments/ Vacancies
ASB	Y	Nil	Peter McGuinn became the new Deputy Chief Warden
Quad	Y	Nil	Colin Withers became the new Chief Warden
AGSM	Under V&E management		
CBD	Under #1 O'Connell St Building Management		

Appendix G First Aid Officers/boxes Summary

Building	First Aid Officers	Certificate Current (Y/N)	Renewal Date	First Aid Box Audit (Y/N)
ASB	Bass Bizri	Yes	27/3/12	Y (March 2009)
	Stephanie Osborne	Yes	7/7/12	
	Joanne Woo	Yes	18/9/11	
	Julieann Lyons	Yes	8/10/11	
	Robyn Tompkin	Yes	6/12/09	
	Michelle Osborne	Yes		
Quad	Christine Van Toorn	Yes	16/8/10	Y (March 2009)
	Mandy Cheng	Yes	3/6/11	
	Margot Deceils	Yes	17/8/10	
AGSM	Jane Parker	Yes	11/12/11	Y (March 2010)
	Lisa Barrett	Yes	26/3/12	
CBD	Michael O'Connor	Yes	7/9/11	Y (March 2010)

Appendix H UNSW HR OHS Representative's Report

Aust School of Business Level 2 OHS Committee Meeting 17/08/10

Agenda Item	Information
	<ol style="list-style-type: none"> 1. New OHS WEB SITE 2. New guides <ul style="list-style-type: none"> -Setting up your workstation guide -Safe manual handling guide 3. Quitobar Challenge <p>OHS will be supporting 30 people to quit smoking</p> 4. Fluoro Friday 29th October <ul style="list-style-type: none"> • prizes for best dressed, hazard spotting competition 5. New OHS Newsletter July 2010 <ul style="list-style-type: none"> • Please communicate this to all your staff (eg. Put up on staff noticeboard and email a copy out to all staff) • Looking for "good news stories" about any health and safety initiatives or improvements you have made in your workplace – send email to me 6. Online OHS Awareness coming soon system
5.4.1 Div OHS Statistics	<p>Workers Comp and Incidents –</p> <p>Incident reports for the period 01/01/10 to 17/11/10: 3 incidents Cause of Injuries:</p> <p>Workers Compensation Claims 01/01/10 to 01/08/09 = , 4 claims since start of year total cost \$2100 2 MH 1 SLIP 1 RSI</p> <p>Hazards reported since 01/08/09 to 04/11/09:</p> <ul style="list-style-type: none"> • 2 hazards reported to OHS & WC unit: <p style="text-align: center;">-</p>
5.4.2 Div Training	<ul style="list-style-type: none"> • Preventing overuse and manual handling • Supervisors training

