St George and Sutherland Clinical School
WHS Minutes
Thursday 18th June 2015, 2:30-3:30pm
Venue: Meeting Room Level 3, R&E Centre

Attendees:
Dr Javed Akhter (JA) WHS Chairperson – Laboratory
Prof Michael Grimm (MG) Employer Representative
Dr Jian Cheng Qi (JQ) Employee Representative – Immunology
Ms Blathnaid Farrell (BF) Faculty of Medicine – WHS Coordinator
Dr Jose Perdomo (JP) Employee Representative – Laboratory Medicine
Ms Laura Golland (LG) WHS Secretary
Dr Ying Cheng (YC) Employee Representative – School W&CH
Dr Helen Jingli Hao (HH) Employee Representative – Laboratory Level 2
Ms Buddh Gunaratne (BG) Employee Representative – Student Matters
Ms Savita Kurup (SK) Employee Representative – Laboratory

Apologies:
Mr Justin Joynes (JJ) Employee Representative – Sutherland
Ms Marcelle Dugo (MD) Employee Representative – Animal Facility
Mr Kevin Robertson (KR) Hospital Representative

Absent:
Dr Michal Szczesniak (MS) Employee Representative – Gastroenterology

Distribution:
WHS Committee members
WHS Noticeboards: Level 3 Research & Education Centre
Ground Floor Research & Education Centre
Level 2 & 3 WR Pitney Building
Clinical Teaching Units – St George & Sutherland Hospital
STGCL WHS website: http://stgcs.med.unsw.edu.au/health-safety-committee
St George Hospital Health & Safety Committee Chairperson

<table>
<thead>
<tr>
<th>Item and Action</th>
<th>Time Frame</th>
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<tr>
<td>1. Welcome</td>
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<td>Meeting commenced at 2:30pm</td>
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<td>2. Minutes of Previous Meeting</td>
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<td>Minutes of previous meeting held 19th February 2015 confirmed by JA and LG.</td>
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<td>3. Action Items and Matters Arising from the Previous Meeting</td>
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<td>3.1 Loose Wires and Cigarette butts under the animal house building</td>
<td>Next meeting</td>
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<td>JA visited the animal house and reported that the area had been cleaned up.</td>
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Tree trimming and other garden waste removal is schedule for July 2015.

3.2 St George Safety Black Spot
Pitney building stairwell – no change from the previous meeting. The hospital has started renovations works to the building. It was reported by the building Project Team that the handrail on the stairwell will not be fixed until the renovation work is complete. The item will remain open on the corrective actions until fixed. There is a handrail accessible down one side of the stairwell from ground floor up to level 2.

3.3 SciQuest
SciQuest is now operational. Martina Lavin, HS&E Coordinator from UNSW conducted SciQuest training with the laboratory staff. There were problems setting up the barcode “Zebra” printer to work on the hospital site. JA is coordinating with hospital and UNSW to resolve. All laboratories have had a large clean-up of chemicals.

3.4 S8 Drugs Documentation & Records
An audit on the S8 drug was completed in March 2015. St George is compliant with S8 drug regulations. Completion of the checklist and declaration form is now the responsibility of the Chief Investigator. Forms to be sent directly to the Chief Investigator’s by the Research Office in March and September each year.

3.5 Floor Covering – Foyer Level 3 R&E Centre
Structural engineers need to complete an assessment for the scope of works prior to builders fixing the problem. Currently the hospital has no funds to proceed with repair. SK to liaise with the School Manager to follow up.

4. Risk Register/Corrective Actions Review

4.1 Update on Corrective actions
Supervisor training – a date has yet to be scheduled for the supervisor training. H&S online refresher course is still outstanding for a number of staff. LG to obtain an updated list of staff to send out a reminder. BF asked staff to choose the correct category when logging hazards in order to track trends.

5. Workplace Inspections

5.1 CTU Office St George
Completed minor issue to update first aid box and have exit signs clearly marked. A maximo order was in place at the time of inspection and the jobs have now been completed.

5.2 CTU Office Sutherland
Completed – no issues.

5.3 Level 3 R&E Centre – Tearoom
Completed – no issues.

5.4 Immunology and Microbiology labs
Completed – SWP missing for new equipment
5.5 Wash Up Sterilisation & Immunohistochemistry labs
Excess amount of chloroform was stored on the top shelf of the cabinet. To be removed to a lower shelf for easy access and the amount stored to be reduced.

5.6 Medicine & Surgery Offices – Due June
Yet to be completed.

6. Correspondence In & Out

6.1 Refresher Health & Safety Course Online
LG to send out reminders to all staff yet to complete the course.

6.2 SafeSys Update
SafeSys workshop scheduled for 18th June with BF.

6.3 MREII 2015 Grant Update
Agreements for major equipment have now been approved and purchase orders are being raised. BF asked if there had been an assessment done on the delivery due to the area in front of the lift not being structurally sound.

6.4 Dr Erin McKay – Change to Committee Status
All agreed to change of status for Dr Erin McKay to be a Visiting Committee member

6.5 Contractor Access Card & Log Book
SK has organised a contractor access card to the level 3 Research Laboratory facility. Contractors will receive a temporary card to access the facility after induction that they return once the job is complete.

7. Standing Items

7.1 WHS & Workers Compensation
BF reported on the discussions held at UNSW about linking training to staff probations. SafeSys and SciQuest projects should end 2015 with new projects to start in 2016 which will include contractor management.

BF is moving to the Faculty of Engineering for two years. Currently the Faculty of Medicine has no replacement.

8. Incident Reports

8.1 Incident Reports
Nil to report.

9. Hazard Reports

9.1 New Hazards
Nil – new hazards to report.

10. Inspection, Testing & Monitoring

10.1 Electrical Testing & Tagging
Nil to report.

11. Changes to the Workplace

11.1 Plant & Equipment
Autoclave installation update
Autoclave installed, training completed and SWP written. Service of the autoclave is required; SK has logged a service call. The part broken on the autoclave has now been repaired.

Tissue culture CO2 Incubator fixed
CO2 incubator feed had a broken part that was causing the alarm to sound. This has now been repaired.

Gas alarms and CO2 incubators serviced & calibrated
Serviced and cleaned.

Air Conditioning ducts/vents cleaned in PC2 and radiation labs
Serviced and cleaned

11.2 Hazardous Substances, Dangerous Goods, Biohazards, Radioactive Substances

S8 Dugs
Nil to report.

11.3 Refurbishment & Maintenance

Windows to be installed in Cell Culture & Liquid Nitrogen storeroom doors
Glass panel windows now installed on doors allowing staff to see in the room if the alarm sounds

Internet – faulty sockets replaced
SK has coordinated the repair to all faulty data and phone ports on level 3 R&E Centre.

Construction work in the Pitney Building – May 2015
Renovations in the Pitney Building have started; there have been complaints about the noise level from staff. The hospital has provided ear plugs and ear muffs to residents in the building. Disruption notices will also be distributed notifying staff of noisy construction days.

BF said an app is available for your phone if you are worried about noise levels and if possible to seek an alternative location to work e.g. library.

11.4 Relocations

11.5 Any HOS/Management Decisions that may Impact on WHS
MG mentioned that the new Professor of Medicine will start in early 2016 on level 2 of the R&E Centre. There will be a Senior Technical Officer appointed for the floor and the Clinical School will take over the management of the laboratory facility.

12. First Aid, Emergency & Security Issues
Nil to report.

Self-audit tool due – July 2015, JA and SK to manage.

14. Next WHS Meeting
Thursday 20th August 2015

15. Close
Meeting closed at 3:30pm

Office Bearers:
Javed Akhter
Committee Chairperson (9113 2xxxx)

Laura Golland
Committee Secretary (9113 2036)