

St George & Sutherland Clinical School

Level 3 Health & Safety Committee Minutes

Meeting held on:	16 February 2017 – 2pm - Level 3 Research & Education Centre	
Attendees:	Chairperson:	Mr Javed Ahkter (JA)
	Committee Secretary:	Ms Marina Margarian (MM)
Management representative:	Prof Tony O'Sullivan (AO)	
Employee representatives:		
Laboratory areas:	Mr Ben Tuckfield (BT)	Biological Resource Centre
	Dr Julia Beretov (JB)	Cancer Care (L2 REC)
	Dr Michal Szczesniak (MS)	Gastroenterology (Burt Wing)
	Mr Feng Yan (FY)	Haematology (L3 REC)
	Dr Jian Cheng Qi (JQ)	Immunology (L3 REC)
	Dr Lan Gong (LG)	Medicine (L2 REC)
	Ms Sinead O'Reilly (SOR)	Laboratory L3 (REC)
	Ms Ying Cheng (YC)	O&G, WCH (L1 Pitney)
Student areas:	Mr Justin Joynes (JJ)	CTU & Student Matters - Sutherland
External:	Mr Gregory Maxwell (GM)	UNSW Medicine WHS Coordinator
Apologies/Absent:	Prof Michael Grimm	Management Rep
	Ms Marcelle Dugo	Biological Resource Centre
	Ms Wendy Baird	CTU & Student Matters - St George
	Dr Jose Perdomo	Haematology (L3 REC)
	Mr Kevin Robertson	Hospital Rep
Agenda distribution:		

- School Manager, STGCL
- Head of School, STGCL
- St George Hospital WHS Committee Chairperson
- School website: <http://stgcs.med.unsw.edu.au/work-health-safety>

WHS noticeboards:

- Research & Education Centre – L 2 and 3
- WR Pitney Building – L 2
- Clinical Teaching Units–St George & Sutherland

Item and Action	Status
1. Welcome - Meeting commenced at 2.05pm. Welcome new members Lan Gong and Marina Margarian.	
2. Minutes of Previous Meeting - Minutes of previous meeting held 20/10/16 confirmed.	
3. Action Items and Matters Arising from the Previous Meeting 3.1. Leaking Roof Research & Education Centre This is a known longstanding issue which occurs with heavy rain. The hold up is due to funding issues. Leisa Rathborne is aware of the problem. HOS has previously requested to keep this item on agenda until rectified. The main priority at the moment is the air conditioning.	Next meeting (standing item)
3.2. Issue with lims access to log incident in hospital system This is still in progress. Sinead now has contingency staff number but needs further information for access application.	Closed
3.3. Main AC System down in L3 Research & Education Centre BCA approval has finally been obtained and School Manager (Maxi) has confirmed with contractors that they can comply with the BCA accreditation. They will send paperwork to Maxi, who will confirm with Engineering.	In progress
3.4. Task Force inspection 2016 - L3 Research & Education Centre Javed noted this was completed in Dec 2016 and received a favourable result. The chemical management was noted as excellent. The only issues identified were a few minor issues (eg paint chipping, freezer stickers). Agreed to close minor issues.	Closed

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<p>3.5. Local Vaccinations process update New researchers are to go to UNSW campus (University Health Service) to get vaccinations done. Staff will be reimbursed upon receipt.</p> <p>3.6. Upcoming Internal Audit L3 Research & Education Centre – date to be advised – mostly likely mid-2017.</p>	<p>Closed</p> <p>Closed</p>
<p>4. Risk Register/Corrective Actions Review</p> <p>4.1. Update on Corrective actions There are currently no corrective actions. The four previous actions have now been closed.</p>	<p>Closed</p>
<p>5. Workplace Inspections 2017</p> <p>5.1. L3 REC Offices & Tea Room – Sinead completed this in mid-December. There were only minor housekeeping issues.</p> <p>5.2. 2017 Workplace Inspection Schedule - schedule was distributed.</p> <p>5.3. PC2 lab/OGTR - has been inspected by Kate Noble. This is done each year – request for it to be removed from the inspection schedule.</p>	<p>Closed</p> <p>Closed</p>
<p>6. Correspondence In & Out</p> <p>6.1. UNSW Health and Safety Annual Report/Questionnaire – Javed has completed.</p>	<p>Closed</p>
<p>7. Standing Items</p> <p>7.1. WHS & Workers Compensation - No new claims. Greg noted there were 6 claims last year across Med faculty (mostly with slips/trips)</p> <p>7.2. Training – Greg noted that Eppendorf are offering training on pipette use and has sent information out. The UNSW H&S safety courses for 2017 have been released and all dates are on website.</p>	<p>Closed</p> <p>Closed</p>
<p>8. Incident Reports Nil to report.</p>	<p>Next meeting</p>
<p>9. Hazard Reports</p> <p>9.1. Corrosion of power points and gas outlets near pH stations Corrosion of sockets / natural gas outlets in areas adjacent to pH Meters – Lan advised there were 2 lab balances which have now been replaced due to corrosion inside sockets. Sinead thinks problem is due to hydrochloric acid which should be stored in the acid cabinet. Resolution: All stations on the floor to be checked.</p>	<p>Closed</p>
<p>10. Inspection, Testing & Monitoring</p> <p>10.1. Taskforce inspection is held every second year. The criteria will be sent out before dates. There were no incomplete actions in our school.</p> <p>10.2. Electrical Testing & Tagging – Not discussed.</p>	<p>Next meeting</p>
<p>11. Changes to the Workplace</p> <p>11.1. Plant & Equipment - A new confocal microscope to be purchased this year. Core holes in Plant Room to be properly sealed prior to installation. Currently undergoing procurement process. Before installation, the water in ceiling issue needs to be addressed.</p> <p>11.2. Hazardous Substances, Dangerous Goods, Biohazards, Radioactive Substances – has been renewed for this year. Sign has been updated on the door. Registered with EPA. (Javed)</p> <p>11.3. Refurbishments & Maintenance: - This is still ongoing. Management still securing funding.</p> <p>11.4. Any HOS/management decisions that may impact on WHS – n/a</p> <p>11.5. Relocations - Nil to report.</p>	<p>Next meeting</p> <p>Closed</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>
<p>12. First Aid, Emergency & Security Issues</p> <p>12.1. L3 First Aider – There is still no first aider for Level 3. A suggestion was made to ask new staff who are working on L2. Greg noted we need to update the website contacts for first aider - Marina will do this.</p>	<p>Next meeting</p>
<p>13. New Business/Business Without Notice</p> <p>13.1. Committee re-election is required. Will do a new election before the next meeting. Javed has resigned as Chairperson after 3 years. Lan will take over as chairperson.</p>	<p>Next meeting</p>

Item and Action	Status
13.2. Ben noted that on 10/2/17 two air-conditioners stopped working as their air compressors suddenly turned off. As a result it became very hot and affected the animals in the facility. A portable air conditioner was purchased late on Friday afternoon. Ben was advised to speak with Engineering in the first instance to prevent this from happening again. An issue needs to be logged in Maxamo first.	Closed
14. Next WHS Meeting Thursday 20 April 2017.	
15. Close Meeting closed at 2:30pm.	