

St George & Sutherland Clinical School

Level 3 Health & Safety Committee Minutes

MEETING HELD ON	Thursday 17 th August 2017 – 2.00 – 3.00pm, Meeting room Level 2, Pitney Building	
ATTENDEES:		
	✓ Dr Lan Gong	Chairperson
	X Ms Marina Margarian	Committee Secretary
Management representative	✓ Prof Michael Grimm	
Employee representatives:		
Laboratory areas:	✓ Ms Marcelle Dugo / X Mr Ben Tuckfield	Biological Resource Centre
	✓ Dr Kevin Ni / ✓ Dr Julia Beretov	Cancer Care (L2 REC)
	✓ Dr Michal Szczesniak	Gastroenterology (Burt Wing)
	✓ Mr Feng Yan	Haematology (L3 REC)
	✓ Dr Jian Cheng Qi	Immunology (L3 REC)
	✓ Dr Meera Esvaran / X Dr Howard Yim	Medicine (L2 REC)
	✓ Ms Sinead O'Reilly	Laboratory L3 (REC)
	X Dr Uphar Chamoli	Orthopaedic Research Institute (L2 REC)
	✓ Mr Javed Akhter	Surgery (L3 REC)
	✓ Ms Ying Cheng	O&G, WCH (L1 Pitney)
Office/student areas:	X Mr Michael Davidson	CTU & Student matters - St George
	✓ Mr Justin Joynes	CTU & Student matters - Sutherland
External:	X Mr Gregory Maxwell	UNSW Medicine WHS Coordinator
	X Ms Chris Carrett, WHS & Injury Manager	Hospital Representative
MINUTES DISTRIBUTION	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Research & Education Centre – L 2 and 3 WR Pitney Building – L 2 Clinical Teaching Units–St George & Sutherland

Item and Action	Status
<p>1. Welcome - Ms Chris Carrett replacing Kevin Robertson as hospital rep (Susan Gardiner replacing Chris in this meeting); Mr Michael Davidson replacing Joanna Tjojoatmodjo as CTU St George rep.</p> <p>Apologies - Marina Margarian, Howard Yim, Ben Tuckfield, Uphar Chamoli, Michael Davidson, Gregory Maxwell, Chris Carrett.</p>	Noted
<p>2. Minutes of Previous Meeting - Minutes of previous meeting held 23/5/17 confirmed with minor changes from Sinead.</p>	Noted
<p>3. Action Items and Matters Arising from the Previous Meeting</p> <p>3.1. AC System update in L3 Research & Education Centre</p> <p>No issues with back-up AC systems. Problem solved and maintenance plan in place. No update yet for main AC system. Michael noted that no word from the hospital whether/when it will be resolved. Standing item for next WHS meeting.</p>	Closed

Item and Action	Status
<p>4. Communications / Faculty WHS Coordinator Report</p> <p>4.1. Minutes from L1/L2 HS Committee/Chairpersons' Forum</p> <ul style="list-style-type: none"> • There were 3 notable incidents – including eye splash due to inappropriate PPE (goggles) in chemical handling, needlestick / sharp injuries when handling animals, and large centrifuge falling off the bench while running. The 3rd incident (centrifuge) occurred at STGCL REC L3 Laboratory. Action: Staff re-training, equipment service / maintenance, RMF/SWP update. • Faculty close-off rate of corrective actions for period 2016-2017 - 93%. • Chairperson's forum - Lan will send notes of recent meeting to the Committee. <p>4.2. Other updates from H&S Coordinator - Training</p> <ul style="list-style-type: none"> • August statistics for STGCL shows 100% training completions. Faculty is at 90%. 	Closed
<p>5. Hazards, Incidents & Corrective Actions</p> <p>5.1. Injuries, hazards, incidents and investigations reported - No injuries or hazards reported. Actions: (further actions following the centrifuge incident since last WHS meeting) Install floor standing model in a room (not on bench adjacent to walkway). Remind users to check buckets for corrosion every time before use. Update RMF/SWP in SafeSys for maintenance and checks.</p> <p>5.2. Workers Comp claims or injuries resulting in time off work - Nil</p> <p>5.3. Corrective Actions update</p> <ul style="list-style-type: none"> • For all staff conducting workplace inspection, please make sure any corrective actions are entered into myUNSW. • For the REC L2 workplace inspection, all 10 corrective actions were reviewed and closed by Lan. Further corrective actions for Biomechanics lab will be sent to ORI lab leaders. 	Closed
<p>6. Workplace Inspections 2017</p> <p>6.1. Progress on 2017 inspections – New workplace inspection schedule updated. No inspection for REC L2 lab scheduled due to the coming refurbishment.</p> <p>6.2. External Audit (most likely mid 2017) – This is a UNSW audit of the REC L3 site – no date yet.</p> <p>6.3. Taskforce inspections of lab – The OGTR PC2 Lab on REC L3 will be inspected in October. REC L2 Lab inspection completed in June.</p> <p>6.4. Electrical testing and tagging schedule</p> <ul style="list-style-type: none"> • REC L2 lab - done in May. • REC L3 lab - done in February. Cool room electrical testing completed as it has to be done every year. 	Ongoing Closed
<p>7. WHS Training Update</p> <p>7.1. New staff training completion rates/statistics STGCL is 100% compliant in new staff training.</p> <p>7.2. Any other training needs - Nil</p>	Closed

Item and Action	Status
<p>8. Online Self Audit Tool (SAT)</p> <p>8.1. SAT schedule and progress</p> <p>Javed has submitted SAT for L3. 95% score achieved. Ying has completed online SAT for her lab (O&G lab). Need confirmation whether she need to do full or partial SAT.</p>	Ongoing
<p>9. First aid, Emergency and Security arrangements</p> <p>The report of REC Level 2 laboratory inspection pointed out the missing / out of dated content of First Aid kits. First Aid officers must check all FA kits for the content and update as required.</p>	Closed
<p>10. Changes to the Workplace</p> <p>10.1. REC Level 2 laboratory access changes – No issues with swipe card access.</p> <p>10.2. Equipment - confocal microscope update – New confocal microscope will be installed in September. Old microscope will be decommissioned and removed from Level 3 laboratory.</p>	Next meeting
<p>11. Standing agenda items (keep on agenda until resolved)</p> <p>11.1. Leaking roof on Research & Education Centre – Roof is still leaking and going into carpet areas during heavy rain. Issue of potential mould and structural damage has been raised at Executive meeting. Michael noted it is not a UNSW responsibility. No update from the hospital.</p> <p>11.2. SciQuest – SciQuest will be upgraded to Jaggaer Chemical Inventory Management system and then staff training will be organized by UNSW soon. No update from Greg and Chris with the issue in trying to agree on a format for the chemical register at the hospital – they request supplier information and safety data sheets be included, which SciQuest can't do. Not sure whether the SciQuest upgrade will solve this issue.</p>	Ongoing Ongoing
<p>12. New business/Business without notice -</p> <p>12.1. Gutters of the BRC animal house need cleaning as leaves blocking it. A pest control is also needed as some cats found around the anima facility. Action: Susan Gardiner will liaise with BRC to solve the issues.</p> <p>12.2. Some AC sensors in REC Level 2 laboratory are behind the -80C freezers and need to be relocated. Action: The hospital Engineering department will wait till the L2 refurbishment completed.</p>	Ongoing Ongoing
<p>13. Next WHS Meeting</p> <p>Thursday 19 October 2017 or 16 November 2017.</p>	
<p>14. Close</p> <p>Meeting closed at 3:00pm.</p>	