

# St George & Sutherland Clinical School

## Level 3 Health & Safety Committee

### Minutes

<b>MEETING HELD ON</b>	Tuesday 23 <sup>rd</sup> May 2017 – 10.00 – 11.00am, Meeting room Level 2, Pitney Building	
<b>ATTENDEES:</b>		
	✓ Dr Lan Gong	Chairperson
	✓ Ms Marina Margarian	Committee Secretary
<b>Management representative</b>	✓ Prof Michael Grimm	
<b>Employee representatives:</b>		
<b>Laboratory areas:</b>	X Ms Marcelle Dugo / X Mr Ben Tuckfield	Biological Resource Centre
	✓ Dr Kevin Ni / X Dr Julia Beretov	Cancer Care (L2 REC)
	X Dr Michal Szczesniak	Gastroenterology (Burt Wing)
	X Mr Feng Yan	Haematology (L3 REC)
	✓ Dr Jian Cheng Qi	Immunology (L3 REC)
	✓ Dr Meera Esvaran / ✓ Dr Howard Yim	Medicine (L2 REC)
	✓ Ms Sinead O'Reilly	Laboratory L3 (REC)
	✓ Dr Uphar Chamoli	Orthopaedic Research Institute (L2 REC)
	✓ Mr Javed Akhter	Surgery (L3 REC)
	✓ Ms Ying Cheng	O&G, WCH (L1 Pitney)
<b>Office/student areas:</b>	✓ Ms Joanna Tjojoatmodjo	CTU & Student matters - St George
	✓ Mr Justin Joynes	CTU & Student matters - Sutherland
<b>External:</b>	✓ Mr Gregory Maxwell	UNSW Medicine WHS Coordinator
	X Ms Chris Carrett, WHS & Injury Manager	Hospital Representative
<b>MINUTES DISTRIBUTION</b>	<ul style="list-style-type: none"> <li>School Manager, STGCL</li> <li>Head of School, STGCL</li> <li>St George Hospital WHS Committee Chairperson</li> <li>School website: <a href="http://stgcs.med.unsw.edu.au/working-health-safety">http://stgcs.med.unsw.edu.au/working-health-safety</a></li> </ul>	<b>WHS noticeboards:</b> <ul style="list-style-type: none"> <li>Research &amp; Education Centre – L 2 and 3</li> <li>WR Pitney Building – L 2</li> <li>Clinical Teaching Units–St George &amp; Sutherland</li> </ul>

Item and Action	Status
1. <b>Welcome</b> - Lan Gong as new Chairperson. Meera Esvaran and Howard Yim (Medicine L2 REC), Joanna Tjojoatmodjo (temporary CTU St George), Uphar Chamoli (ORI); Ms Chris Carrett replacing Kevin Robertson as hospital rep.	Noted
2. <b>Minutes of Previous Meeting</b> - Minutes of previous meeting held 16/2/17 confirmed.	Noted
<b>3. Action Items and Matters Arising from the Previous Meeting</b> <b>3.1. AC System update in L3 Research &amp; Education Centre</b> The backup system has been installed and is working. Temperature has improved but there is still an issue with maintenance of back-up AC systems. <b>Action:</b> Sinead will make up a list for maintenance schedule with Mark.	Closed
<b>4. Committee Update</b> <b>4.1. Committee selection</b> – new committee members are outlined in distribution list above. Special guest invites/updates as required (eg if Engineering input needed - receive report-back before hand).	Noted

Item and Action	Status
<p>New committee members will need to do the 2-day Consultation training course.</p> <p><b>Action:</b> Greg will run a report to check who has done training.</p> <p><b>4.2. Updated Constitution and committee member responsibilities</b> – Updates to the Constitution include:</p> <ul style="list-style-type: none"> <li>• Physical areas now includes O&amp;G on Level 1 of Pitney</li> <li>• Committee composition is 14 worker representatives; 1 Management representative (plus 2 backup representatives); 3 visitors/observers</li> <li>• Committee meetings will now be held quarterly, with a quorum of 6 worker representatives and 1 management representative, and overall attendance rate of 75%</li> <li>• Continue to review constitution after 2 years</li> <li>• Role of committee members' duties was highlighted in Appendix 2</li> <li>• PCBU consists of the Level 1 and Level 2 committee (University and Hospital)</li> </ul> <p><b>4.3. Committee Compliance Checklist</b> – 2017 Checklist completed at meeting.</p>	
<p><b>5. Communications / Faculty WHS Coordinator Report</b></p> <p><b>5.1. Minutes from L1/L2 HS Committee/Chairpersons' Forum</b></p> <ul style="list-style-type: none"> <li>• There were 4 lost-time injuries - mostly manual handling, slips/trips/falls on outdoor/uneven surfaces. These need to be reported in Maxamo. Actions included: Training with affected work areas. Other incidences include a biological exposures (at StG and SOMS) - clinical specimens and scalpels. <b>Action:</b> Re-train where needed and safer handling of sharps.</li> <li>• Due diligence for Head of Schools – Michael Grimm has completed.</li> <li>• Chairperson's forum - Lan will send notes of recent meeting to the Committee.</li> </ul> <p><b>5.2. Other updates from H&amp;S Coordinator - Training</b></p> <ul style="list-style-type: none"> <li>• April statistics for STGCL shows 100% training completions. Faculty is at 90%.</li> <li>• Supervisor training – Greg to check if any supervisors need training (mainly labs).</li> </ul>	Closed
<p><b>6. Hazards, Incidents &amp; Corrective Actions</b></p> <p><b>6.1. Injuries, hazards, incidents and investigations reported</b></p> <p>Major incident where centrifuge fell off the bench while running – the force of the run caused the bottom of the bucket to fly out. No one was injured.</p> <p><b>Actions:</b></p> <p>Re-visit training. Beckman Coulter do safety seminars – Sinead will schedule. Get all centrifuges checked/serviced and reviewed annually, including on other floors. The centrifuge can also be mounted to the wall. 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><b>6.2. Workers Comp claims or injuries resulting in time off work</b> - Nil</p> <p><b>6.3. Corrective Actions update</b> - Nil</p>	Closed
<p><b>7. Workplace Inspections 2017</b></p> <p><b>7.1. Progress on 2017 inspections</b> – updated Schedule was attached. Currently up to date.</p> <p><b>7.2. External Audit (most likely mid 2017)</b> – This is a UNSW audit of the L3 site – no update.</p> <p><b>7.3. Taskforce inspections of lab</b> – Due to be done on 14 June by Greg/Ken Wyse and Kate Noble – main focus will be on documents. Lan has reminded senior staff and supervisors to send their group's updated SWPs and RAs and to update them on SafeSys.</p> <p>For all lab users on Level 2, Lan has done a facility induction and asked all lab users to get</p>	Ongoing  Closed

Item and Action	Status
<p>laboratory training from supervisors and written procedures before the June inspection.</p> <p><b>7.4. Electrical testing and tagging schedule</b></p> <ul style="list-style-type: none"> <li>• L2 Labs and several offices – done several weeks ago</li> <li>• ORI office – Israt Hasan needs to work out with his supervisor (Kristen McBide) and the hospital whether ORI offices need to have electrical testing and tagging done by UNSW.</li> <li>• L3 lab – done in February.</li> <li>• It was noted that labs are done every 2 years; office areas every 5 years.</li> </ul>	
<p><b>8. WHS Training Update</b></p> <p>Discussed in section 6.2.</p>	Closed
<p><b>9. Online Self Audit Tool (SAT)</b></p> <p><b>9.1. SAT schedule and progress</b></p> <p>Javed has traditionally completed for Level 3. Not started yet for 2017. Level 2 not covered yet.</p> <p><b>Action:</b> Javed to ask for responses from each workgroup and compile it as one SAT.</p>	Ongoing
<p><b>10. First aid, Emergency and Security arrangements</b></p> <p>Howard and Meera are first aid officers for Level 2 and Level 3 of REC.</p>	Closed
<p><b>11. Changes to the Workplace</b></p> <p><b>11.1. REC Level 2 laboratory access changes</b> – Lab doors closed several weeks ago. There were swipe card access issues which have now been rectified. Any problems should be directed to the Admin Office.</p> <p><b>11.2. Equipment - confocal microscope update</b> – Core hole in plant room needs to be sealed before it can be installed. Engineering are involved. Potential issue is the requirement of a constant temperature – “environmental conditions” must be met to meet warranty.</p> <p><b>11.3. Dept Surgery L3 Pitney work</b> – minor works in progress (blinds/painting) before surgery moves back to L3.</p>	Next meeting
<p><b>12. Standing agenda items (keep on agenda until resolved)</b></p> <p><b>12.1. Leaking roof on Research &amp; Education Centre</b> – Roof is still leaking and going into carpet areas. Issue of potential mould and structural damage has been raised at Executive meeting. Michael noted it is not a UNSW responsibility. Keep on agenda.</p> <p><b>12.2. SciQuest</b> – there is an 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. Greg met with POW and Liverpool and is waiting to hear back as the request is not reasonable and requires duplication, and the other hospitals aren't required to do it. Greg will speak with Chris.</p>	Ongoing  Ongoing
<p><b>13. New business/Business without notice - Nil</b></p>	
<p><b>14. Next WHS Meeting</b></p> <p>Thursday 17 August 2017.</p>	
<p><b>15. Close</b></p>	

<b>Item and Action</b>	<b>Status</b>
Meeting closed at 11:00am	