

**FACULTY OF THE PROFESSIONS HSW COMMITTEE  
MEETING 02/2021**

02:00pm, Thursday 27<sup>th</sup> May 2021  
Professions Board Room, Level 11, Nexus 10 / Online via ZOOM

**Unconfirmed Minutes**

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**1. WELCOME AND APOLOGIES**

Apologies : Lisa Hunt, Litsa Morris, Alex Jones, John Staines, Leanne Edwards

In attendance : Mark Pickford, Natalie Spangler, Anne Richards, Allison Stokes,  
Natasha Caulfield, Tania Turner, Jacqueline Stockley, Moira Laird, Mei Yong  
Virginie Masson (HSW Rep)

**2. MINUTES**

HSW Committee members approved the minutes of the meeting held on 31<sup>st</sup> March 2021 with slight changes under Point #5 – HSR instead of HSW and HSR Rep will be invited to attend all committee meetings moving forward.

**3. BUSINESS ARISING**

Essential HSW information

- First Aiders – review and nominate by 1<sup>st</sup> August 2021 and update in SSO.  
Moira will update a list from The Hub and also to check the differences between Working with Children, Police check and child Protection. Which is more suitable in the school area and is required to update in their SSO.
- Duress Alarm for the Law school has been tested 2 weeks ago. To update SPE list. To also advise what is the recommended frequency to test the duress alarm.

**4. HEAD OF SCHOOL/AREA HSW REPORTS**

SPE Reports by Anne Richards (on behalf of Paul Roberts)

First Aid/Warden

To be completed by 1<sup>st</sup> August 2021 with an updated list.

Workplace Monitoring

- 3D Printers – Information is required if there is a set training regime and service on the equipments. .
- L7 (Exec Education) is under the Faculty of Profession and are required to maintain the equipment in the commercial kitchen. To advise what are the equipment in the kitchen and when was it last service to be recorded in SPE.

Maintenance and Inspection of Plant/Equipment

- Natalie has requested for information from ThincLab and will update once info is received.
- L7 Commercial Kitchen, Jacqui to advise list of equipment in the kitchen and when was it last service to be recorded in SPE.

#### Electrical Safety – Testing and Tagging

- Anne advised that all equipment/power cords needs to be check and tag once a new contractor have been appointed. Local school area are required to organize and implement a plan to get all tested and tag before 31<sup>st</sup> December 2021. An email will be send to notify all school once we have all the necessary information.
- Mark to discuss how this will be implemented within the school area and implement a plan. Service & Tag all electrical items to be completed by 31<sup>st</sup> Dec 2021. Will notify all school areas once this is being implemented.

#### **5. HSW STRATEGIC ISSUES**

Three new Health & Safety Rep were appointed and will be invited to attend all Committee Meetings. They are Virginie Masson, Peter Burdon, Kent Getsinger.

#### **6. WORKCOVER**

#### **7. CHANGES FOR NOTING – LEGISLATION OR UNIVERSITY POLICY**

#### **8. OTHER BUSINESS**

#### **9. NEXT MEETING**

TBC August 2021