

**Acronyms and initials used:**

A/NZ	Australian and New Zealand
BEES	School of Biological, Earth and Environmental Sciences
CM	Chris Myers
CPR	Cardiopulmonary Resuscitation
DC	David Cohen
DG	Dangerous Goods
DH	David Hair
FM	Facilities Management
GPO	General Power Outlet
IT	Information Technology
JW	Joanne Wilde
LI	Lance Islip
LW	Laura Warman
MEEF	Molecular Ecology and Evolution Facility
OHS	Occupational Health and Safety
OHSC	Occupational Health and Safety Committee
OHSMS	Occupational Health and Safety Management System
OHSWC	Occupational Health and Safety and Workers' Compensation
RA	Rosa Ascencio
RCD	Residual Current Device
RM	Ray Merton
SIMS	Sydney Institute of Marine Science
SWP	Safe Work Procedure
UNSW	University of New South Wales

Meeting began at 9.40am. Present: DH, DC, CM, RM, JW

**1. Apologies**

RA, LW

**2. Minutes of the Previous Meeting**

Confirmed

**3. Action Items and Matters Arising from the Previous Minutes**

- |                                      |   |
|--------------------------------------|---|
| <b>3.1. Firearms Storage</b>         | One dart gun written off but transfer of ownership of the other not yet approved. C.Herbert dart gun to be stored by police until her licence is approved. DH to update next meeting. |
| <b>3.2. Flame Arresters</b>          | Still no progress. JW to contact LI for clarification on need for arresters.  |
| <b>3.3. Hot Laptops</b>              | Issue no longer relevant.   |
| <b>3.4. Food Handling</b>            | SWP almost completed. DH/JW to report to next meeting.  |
| <b>3.5. Room Maximum DG Storage</b>  | Completed. Information for use in OHS workplace inspections.  |
| <b>3.6. Travel Hours and Driving</b> | SWP almost complete. DH/JW/CM to report to next meeting.  |

- 3.7. Staff First Aid Training** DC to ask staff in charge of field trips to do first aid training. School will pay. DH has put this in the minutes of the latest All School Meeting.
- 3.8. Cowan** DH and/or JW to inspect problem at Cowan by next meeting.
- 3.9. Back Injury** Still being investigated. DH to update next meeting.
- 3.10. Autoclave Trolley** Issue under discussion with autoclave monitor. DH to report to next meeting.

#### **4. Correspondence In and Out**

Nil

#### **5. Chairperson's Report**

DH attended Level 2 meeting on 26 February. Issues of interest to BEES:

- 5.1. Phone Outages** We will probably be told by IT when these are scheduled.
- 5.2. Labelling of GPO's** New GPO's will be labelled as RCD-protected. There are no funds this year to label RCD-protected GPO's already in place.
- 5.3. Impact Statements for Updated A/NZ Standards** These will be emailed to committee members, and also posted on the UNSW OHS website.
- 5.4. Training Effectiveness** L.Islip to advise how best to do this. Manager/supervisor training course might be resurrected.
- 5.5. Quarterly Reports** These are due one month after the end of the quarter.
- 5.6. Respiratory Protective Equipment Standard** Standard has been updated. L.Islip will advise of changes soon.
- 5.7. Combined Hazard and Incident Reporting Form** Report only to manager OHSWC and level 3 OHSC. Reporter follows up with FM if necessary. System is being developed whereby staff and students can follow progress of FM jobs.
- 5.8. Revised Lab Clearance Form** Currently on website. Relates to entry of contractors to labs. From now on Spotless won't enter a lab containing hazardous substances unless this form is signed by the area supervisor.
- 5.9. Contractors Working Unsafely** If you see contractors working unsafely, report the incident to Joanne or Dave. They can then report to FM.
- 5.10. Potentially Explosive Items** All such items that are not stored properly are to be reported to L.Islip by March 6.
- 5.11. Plastics in Drying Ovens** The practice of drying of plastics in ovens is discouraged. Much better to use a warm CTH room. If plastics have to be dried in an oven, a documented SWP must be used. This is to include reference to a maximum drying temperature of 45°C, and to the need to check and clean, if necessary, around the elements.
- 5.12. After Hours Contacts** Details for all lab managers and back ups to L.Islip by March 9.

#### **6. Progress on OHSMS Implementation Plan**

Registers are still under development. Population of databases continues.

#### **7. Inspection, Testing and Monitoring Program**

- 7.1. Workplace OHS Inspections** No inspection reports submitted since last meeting. DH to provide new inspection schedule by next meeting. DH and CM will be main inspectors with other members assisting as scheduled.
- 7.2. Electrical Testing and Tagging** In February/March there were 93 tests. CM to obtain quotes from contractors for testing (to be scheduled mid-year).
- 7.3. OHS Audits** No audits held since last meeting.
- 8. OHS Training Program**
- 8.1. Training Needs Analysis** Still under development.
- 8.2. Training Plan** Still under development.
- 8.3. Training Completed** Since last meeting 21 general inductions, 22 lab specific inductions, two autoclave inductions, three MEEF inductions, six CPR training courses, one adjustable trolley induction, two lab safety training courses, six Green Lab Introductory courses, and six Green Lab Chemicals courses have been done.
- 9. First Aid, Emergency and Security**
- 9.1 First Aid** JW to order first aid material including respiratory mask and filters.
- 9.2. Emergency** Building evacuation of 13.3.09 showed the following flaws in the evacuation plan:
- (i). A building lockdown is not possible unless all doors are locked
  - (ii). A backup energy supply is necessary
  - (iii). There needs to be a register of business-critical items that are affected by a power failure
  - (iv). Evacuees did not move to the designated assembly area
  - (v). Soft hats are still to be distributed to wardens.
- 9.3. Security** No security issues since last meeting.
- 10. Changes to Workplace**  
Nil.
- 11. Hazard and Incidents Reports and Review**
- 11.1. Toe Injury** Injury occurred when toe was struck by door. Person advised to wear stronger shoes.
- 11.2. Finger Injury** Serious finger injury occurred during use of Stanley knife. Incident to be investigated by Science OHS Coordinator.
- 11.3. Bluebottle Sting** Verbal report received. CM to follow up.
- 12. Corrective Actions Review and Update**  
Most data has now been entered into the system. Effective follow up is the next step to be undertaken.
- 13. OHS Hazard and Risk Register Review and Update**  
Register under review. DH to update next meeting.
- 14. New Business**  
Nil.

**15. Business Without Notice**

**15.1. SIMS**

OHS issues have arisen due to the opening of the new lab in Building B2. DH to follow up.

**16. Next Meeting and Future Dates for the Year**

**Next meeting:** Thursday, May 21, at 9.30am in Room 609, Biological Sciences.

**Future Meetings:** July 16, September 3, October 22 and December 10, 2009.

**17. Close of Meeting**

Meeting closed 10.50am