

BEES OHSC Minutes of Meeting Held 16.10.03

Acronyms and initials used:

AK	Andrew Kinsela
AMB	Mike Beal
AV	Audio-visual
BABS	Biotechnology and Biomolecular Sciences
BEES	School of Biological, Earth and Environmental Sciences
CM	Chris Myers
CPR	Cardio-pulmonary respiration
DH	David Hair
EWIS	Emergency Warning Information System
FLC	Flammable Liquids Cabinet
JW	Joanne Wilde
OHS	Occupational health and safety
OHSC	Occupational Health and Safety Committee
PS	Peter Steinberg
RF	Rad Flossman

Meeting began at 9.03am.

Present: RF, CM, DH, PS, AK, AMB, JW

1. Apologies

Nil

2. Minutes of the Previous Meeting

Confirmed

3. Business Arising from the Minutes

a. Emergency Evacuation System

No date yet set for upgrade of EWIS. CM to update next meeting.

b. AV Intro to Safety

Viewing held over because of lack of time. DH to organise new viewing time at next meeting.

c. WorkCover Audit

Members reviewed implications for BEES of WorkCover audit. RF to ask K.Richardson (UNSW OHS Unit) about whose responsibility it is to determine contractors' qualifications. DH to update inspection form to include maintenance schedules. Level 3 OHSC chairpersons to meet re audit. RF to update next meeting.

d. Electrical Safety in Boatshed

All circuits in LG06, LG07 and Boatshed are now connected to residual current devices.

e. Electrical Tagging and Testing

Tester is being recalibrated. CM/DH to determine testing priority for labs before the contractor starts on 10.11.03.

f. Firearms

Gun locker for Cowan purchased but not yet installed there. P.Banks licence not yet issued. J.Nedved and J.Vaughan to arrange to sit firearms test. Fowlers Gap gun locker was to have been received by late September. D.Croft was renewing his licence and permit. T.Dawson firearms have been taken to Fowlers Gap. Commissioner's permit must be upgraded. AMB to ensure this happens as soon as possible. AMB/DH to update next meeting.

g. OHSC Safety Inspection Schedule

October schedule sent to members. DH to send November schedule by 3.11.03.

h. Tagging and Testing Courses

Two more candidates from UNSW are needed before a course can begin. RF to update next meeting.

i. First Aid Boxes

More boxes have been bought and will be installed soon. Each first aider to check contents of several boxes twice a year. JW to place name of first aider responsible on each box. JW to purchase CPR face protection kits as soon as possible. JW to update next meeting.

j. Signage for Teaching Labs

DH has asked for lock to be removed from door to G02 from G01. DH to update next meeting.

k. Storage of Biological Teaching Specimens

DH has identified two FLC's that can house much of the biological teaching specimens on the fourth and fifth floors of Biological Sciences. Specimens will be transferred to them before the end of November. DH to update next meeting re storage of the First year Biology collection.

l. Acetic Acid Storage in LG26

By next meeting H.Godthelp to provide costings of options for storage of acetic acid. DH to update next meeting.

m. OHS Training for Supervisors

S.Griffith not available to do this course until 2004. DH to arrange booking at first available opportunity.

n. R.Ascencio Incident

Growth cabinet globes all checked. Glasshouse manager (G.McDonnell) to monitor any further problems.

o. Committee Training for P.Steinberg

P.Steinberg not available to do this course until 2004. DH to arrange booking at first available opportunity.

4. Hazard/Incident/Injury Reports

a. J.Kelley

Allergic reaction when rubber glove contacted eye. New type of glove now used.

b. P.Adam

Tripped when exiting lift which was not level with floor. DH to inform all BEES personnel of this problem by next meeting.

5. Faculty OHS Report

a. Level 2 Committee Structure

Smaller committee structure discussed.

b. Faculty OHS Officer

Position hoped to start by mid-November

c. Training Course for Postgraduates

To be referred to Faculty OHS Officer.

d. Accident/Incident Statistics

BEES has high number of number of accidents/incidents. May be due to higher reporting rate.

e. Informing Students of UNSW OHS Policy

Draft of one page document for insertion in handbook to be provided to committee.

f. Laboratory Training Program

To be referred to Faculty OHS Officer for action.

g. Dean's Report

UNSW now returned to three year WorkCover audit cycle.

h. Level 3 OHSC Reports

Received from Physics BABS, BEES and Chemical Science.

i. OHSC Minutes

To be distributed within two weeks of a meeting.

j. Non-compliant Labs and Teaching Areas

Survey of all such areas in the faculty to be undertaken by Faculty OHS Officer.

k. Hazard and Risk Register

UNSW draft template tabled. All schools will need to complete a register.

l. Next Meeting

To be held on November 26th.

6. Other Business

a. G21 Eyewash Station

Not working properly. CM to report to Zone 1 personnel. CM to update next meeting.

b. G23 Handwashing Station

Inlet pipe detached. CM to report to M.Buck. CM to update next meeting.

c. G21 Gas Leaks

No further problems reported.

d. Gas Cylinder Regulators

L.Islip (BABS Safety Officer) reports that the supplier recommends that all regulators older than 17.10.97 be replaced. CM/RF to produce inventory of regulators in BEES in January or February, 2004. Matter to be referred to Faculty OHS Officer. RF to update next meeting.

7. Date of Next Meeting

November 20th at 9am in Room 552C.

Meeting closed 10.11am.