

Acronyms and initials used:

AK	Andrew Kinsela
AMB	Mike Beal
AV	Anton Vogels
BABS	School of Biotechnology and Biomolecular Sciences
BEES	School of Biological, Earth and Environmental Sciences
BSS	Biological Sciences Store
CEIC	School of Chemical Engineering and Industrial Chemistry
CM	Chris Myers
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
PAT	Portable Appliance Tester
PPE	Personal Protective Equipment
PS	Peter Steinberg
RF	Rad Flossman
RMU	Risk Management Unit

Meeting began at 9.37am.

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

1. Apologies

Nil

2. Minutes of the Previous Meeting

Confirmed

3. BSS Issues

a. Lack of Space

Following notification of problem to users, situation has improved.

b. New Products

JW has not received all information re suitability of Dettol wipes for use in first aid kits. JW to update next meeting.

c. Winchester Carriers

AV still to provide signs and to place a warning on the BSS website re carrying glass winchesters unprotected from the Store. AV to do so by next meeting.

d. Other Issues

DH/CM to confer with AV re unwanted deliveries to Store loading dock. DH to update next meeting.

4. Business Arising from the Minutes

a. Emergency Evacuation System

Evacuation on 13/10/04 pointed out continuing problems with operation of the EWIS. Following maintenance since then, system is supposed to be working properly. All OHSC members to monitor situation. CM to update next meeting.

b. Firearms

D.Croft licence paperwork still not finalised. AMB to arrange with T.Dawson to destroy old dart gun. AMB to update next meeting.

c. OHSC Safety Inspection Schedule

October schedule distributed. DH to distribute November schedule by November 1st.

d. After Hours Work Policy

PS to confer with M.Lavin (RMU) by November 4th. Failing that, draft policy to be adopted. DH/RF to update website to incorporate new policy.

e. Eye Injury to Student

No final reply yet to W.Sherwin's enquiries re availability of better eye PPE. DH to update next meeting.

f. Gas Cylinder Regulators

P.Hallahan (Chemical Sciences) has advised that manifolds only need a visual inspection and an annual soapy water test. RF has asked Workshop to carry out tests in G01 and 449. DH to liaise with Workshop staff.

g. Work Experience Students

No further information received. Issue to be discussed at next Level 2 OHSC meeting. RF to update next meeting.

h. Fire Blankets

Installation of fire blankets should have occurred last week. DH to update next meeting. By next meeting JW to ask that fire blankets in Rooms 401 and 402 be attached to a wall in each room.

i. Sample Risk Assessments on Website

Sample risk assessment now on website. By 29th October, DH to inform BEES staff and students of its presence.

j. Risk Assessment Update

Has been done.

k. CEIC Chemical Inventory System

System has been amended for use by BEES. Receipt by CM of software deferred to October 27th. CM to update next meeting.

l. Students Blocking Corridor

Problem remains but is not as severe. DH/CM to continue monitoring situation. Students and demonstrators to be made aware of problem by DH at beginning of Session 1, 2005.

m. FLCs and Corrosives Cabinets

Information still not updated. DH to do so by next meeting.

n. Room 601

DH still to provide sign re how to obtain alternative egress from Room 601 in an emergency. To do so by next meeting.

o. Wearing of PPE in Research Labs/Room 401

PS distributed policy re wearing of PPE to BEES staff and students. RF to raise issue of wearing PPE at next Level 2 OHSC meeting. PS to answer query from D.Cohen re use of 401 by GENS7602.

p. Safety Card

RF still waiting for comments from L.Islip (RMU). Copies distributed to other interested parties. RF to raise issue at next Level 2 meeting. RF to update next meeting.

q. Change to Fieldwork Plan/Notification

Proposed change accepted. DH/RF to add amended procedure to website. DH to inform BEES staff/students by October 29th.

r. OHSC Checklist

RF has informed L. Islip (RMU) of suggestions from BEES re its usefulness and has suggested some amendments to it.

s. OHS Documents in Electronic Form

Volunteer Form is now in electronic form on website.

t. G01 Cupboard Door

Now fixed.

u. Loan of PAT

RF has informed Workshop that use of BABS PAT is more appropriate but that BEES instrument is available if necessary.

v. Electrical Testing and Tagging Policy

Policy now on website.

w. Asbestos at Cowan

Exposed broken fibro was supposed to have been fixed last week. DH to update next meeting.

x. Radiation Lab Registration

Registration form has been submitted.

5. Hazard/Incident/Injury Reports

a. Flash Flood at Fowlers Gap

Facilities informed of incident where BEES staff were isolated from field station for several hours.

b. Leak from Air Conditioner

Engineering Services informed of intermittent water leaks from air conditioner in Room G07. Presents possible electrocution hazard. DH to update next meeting.

6. After Hours Emergency Contacts

Emergency Management Unit has asked for updated contact details for all rooms. By next meeting, CM to ask BEES staff for this information and to coordinate responses.

7. Other Business

a. Soils Lab

DH to organise meeting of facility users in February 2005 to discuss compliance with lab policies and procedures.

b. Firedoors Not Closing

RF to inform A.Crouch of system of firedoor operation in an emergency.

c. Confined Spaces Training

No training for BEES staff/students necessary.

d. Ergonomic Software

BEES OHSC members were asked to trial this software. RF has informed K.Richardson of results of his use of it.

8. Date of Next Meeting

Tuesday, November 23rd, at 9.30am in Room 552C.

Meeting ended at 10.30 am

Items requiring no further action: 3a, 4j, 4r-v, 4x, 5a, 7c, 7d.

Items requiring action, but not by next meeting: 4l, 7a.