

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 |
| BSDS | Business Systems Development Services |
| BSS | Biological Sciences Store |
| CM | Chris Myers |
| COFA | College of Fine Arts |
| DH | David Hair |
| DVC | Deputy Vice Chancellor |
| ET&T | Electrical Testing and Tagging |
| EWIS | Emergency Warning Information System |
| JW | Joanne Wilde |
| OHS | Occupational Health and Safety |
| OHSC | Occupational Health and Safety Committee |
| PA | Paul Adam |
| PPE | Personal Protective Equipment |
| RF | Rad Flossman |
| RMU | Risk Management Unit |
| SECO | Sector Emergency Control Officer |
| UNSW | University of New South Wales |
| UV | Ultraviolet |

Meeting began at 9.06am.

Present: DH, CM, PA, AMB, AV, RF, JW

1. Apologies

AK

2. Minutes of the Previous Meeting

Confirmed

3. BSS Issues

- | | |
|--|---------------------------------|
| a. Access to Loading Dock | Lines scheduled to be painted |
| on 21.10.05. DH to update next meeting | |
| b. Store Line Management | S.Rees has confirmed that he is |
| the line manager for the BSS manager. | |
| c. Deliveries | Guidelines for the use of the |
| BSS, including information about timely collection of goods delivered to the store, now appears on the BEES website. | |
| d. Other Issues | Nil |

4. Business Arising from the Minutes

- | | |
|--|--------------------------|
| a. Firearms | T.Dawson has started the |
| process of becoming the licensee for his two weapons at Fowlers Gap. PA to ask | |

T.Dawson to be the licensee for the dart gun or else organise its disposal. PA/AMB to update next meeting.

b. OHSC Safety Inspection Schedule DH to send November schedule by October 28th.

c. Compliance in Wearing of PPE Supervisors were reminded of the necessity for adequate PPE and footwear in labs. CM/DH to continue inspections.

d. Dangerous Goods Inventories Action deferred until next year. DVC (Resources) has assumed responsibility for this issue. CM/DH to report any developments.

e. ET&T of Student Items To be discussed at next Level 2 OHSC meeting.

f. Ducting from Museum of Human Disease Apparently ducting exhausts too near a window in the glasshouse and is to be raised. DH to update next meeting.

g. Cut Hand Injury report received. Gloves to be worn in future.

h. Samuels First Aid Kits Kits have been delivered to Samuels. JW to ask workshop staff to mount them. One kit still to be installed in Biological Sciences Room 510.

i. Samuels Emergency Response Team CM has given Samuels SECO names of volunteer emergency response personnel in Samuels Lower Ground who need training.

j. Smiths lake Surf Camp DH has asked Great Lakes Council for information re safety issues arising out of widening of Horsepoint Rd, Bungwahl. No reply as yet.

k. Computer-induced Muscle Injury Workplace received ergonomic inspection.

l. Electronic Form Submission BSDS informed RF that software development would cost at least \$500.00. RF to check with RMU, BABS and Maths re this issue.

m. Emergency Evacuations from Lecture Theatres Nothing has happened. RF has discussed issue with Science and Medicine OHS coordinators. RF to update next meeting.

n. Sun Shelters Information sent to BEES staff and students.

5. Hazard/Incident/Injury Reports

a. Cut Finger Student cut finger while washing scissors. Supervisor suggested that brushes be provided. DH to update next meeting.

b. Needle-stick Injury Student received prick to finger while using mounted needle. Advised to receive first aid treatment and to take more care.

c. Knee Injury Staff member injured knee while walking over uneven ground. More care needed in future.

6. Emergency Evacuation System

a. EWIS Upgrade This project will not be combined with the BABS lab upgrades. This may delay completion of the project.

b. Evacuation Drill Scheduled for Monday, 28th November, between 10-11am.

7. Report from OHSC Chairpersons' Meeting

- a. Incidents** The following significant incidents have occurred at UNSW in 2005:
- i. COFA students lost fingertip when her fingers were caught in an etching press. WorkCover prosecutions may result.
 - ii. Two students from New College were hospitalised with Meningococcal Disease.
 - iii. BABS student received eye injury when not wearing goggles during use of UV equipment.
 - iv. Needle-stick injury. Initial blood test was negative.
 - v. Engineering postgrad student injured his finger when using a high pressure fuel injector.
- b. Ergonomic Webpage** RMU has developed a webpage to provide information re workplace ergonomic issues.
- c. Dangerous Goods Database** See Item 4d above.
- d. OHS Audits** Future internal audits will be aimed at Faculty level with spot checks at the School or Unit level. WorkCover will conduct an audit of UNSW in 2006. Science will probably not be involved.
- e. Workplace Deaths** Maximum penalties at the level of the individual are now \$165,000 and five years' gaol. Note that ignoring a hazard or foreseeable risk is an offence under the Act.
- f. UNSW Strategic Priorities and Goals** These have been identified for 2005-2006. RF to pass on any comments from members of the BEES OHSC.
- g. Risk Rating** Changes have been proposed to the UNSW Risk Rating Form to make it more user-friendly. RF to pass on comments from members of the BEES OHSC.
- h. Risk Assessment Form** Proposed changes to the UNSW form have already been incorporated in the BEES form.

8. Other Issues

- a. Training in Use of Pesticides** DH to find out if changes to the Pesticides Act affect BEES users of pesticides and herbicides.
- b. Academic Staff Inductions** New members of the BEES academic staff have received an appropriate workplace safety induction.
- c. The Safety Show 2005** To be held 26-28 October at Homebush. JW will probably attend on behalf of BEES.
- d. Biosafety** Survey of all biological hazards and containment facilities is being conducted by RMU. DH is coordinating response from BEES.
- e. Power Shutdown** DH to ask Facilities to consider supporting the whole of Biological Sciences rather than individual pieces of equipment during the proposed power shutdown on 21.1.06.

9. Date of Next Meeting

Thursday, November 24th, at 9am in Room 608.

Meeting ended at 10.25am.

Items requiring no further action: 3b, 3c, 4g, 4i, 4k, 4n, 5b, 5c, 7a-f, 7h, 8b.

Item requiring action at a later date: 4d