

**Acronyms and initials used:**

AMB	Mike Beal
AV	Anton Vogels
BEES	School of Biological, Earth and Environmental Sciences
BSS	Biological Sciences Store
CM	Chris Myers
DH	David Hair
EM	Emily Miller
ET&T	Electrical Testing and Tagging
EWIS	Emergency Warning Information System
JW	Joanne Wilde
LG	Lower Ground
OHS	Occupational Health and Safety
OHSC	Occupational Health and Safety Committee
PA	Paul Adam
PPE	Personal Protective Equipment
RF	Rad Flossman

Meeting began at 9.15am. Present: DH, RF, AMB, CM, JW, PA.

**1. Apologies****2. Minutes of the Previous Meeting**

Confirmed

**3. BSS Issues**

In absence of AV, all BSS issues held over until next meeting.

**4. Business Arising from the Minutes**

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|---|---|
| <b>a. OHSC Safety Inspection Schedule</b> | DH to send October schedule by October 6th.   |
| <b>b. Compliance in Wearing of PPE</b>    | CM/DH have been monitoring compliance, mostly in First Year classes. Lab coats, shoes mostly are alright. Long hair not tied back is biggest problem. CM/DH to continue monitoring. |
| <b>c. Medications in First Aid Kits</b>   | JW to purchase some burn gel sachets and some Stingose spray cans.  |
| <b>d. Access to Wallace Wurth LG</b>      | Nothing further. DH to report to next meeting.  |
| <b>e. Amended Checklist</b>               | Still to be done. Will be incorporated in continuing update of all BEES OHS documents by DH/RF.   |
| <b>f. Regulator Testing</b>               | RF to find out numbers and locations of BEES regulators.  |
| <b>g. Green Audit</b>                     | Nothing further. DH to update next meeting.   |
| <b>h. Acid Spill</b>                      | Incident report given to D.Cohen for completion. No action yet. DH to ensure report is completed when D.Cohen returns.  |
| <b>i ET&amp;T Cowan</b>                   | Postponed until after the end of session. DH to organise.   |

- j. Guppy Room - Cowan** R.Brooks/DH/RF attended meeting with Facilities. Corrective actions include removal of heaters and shortening of cables. RF/DH to check progress of corrective actions and report to next meeting.
- k. Fire Blankets in Tearooms** Still to be investigated. JW/DH to update next meeting.
- l. Manual Handling Training** DH to organize for November or December.

## **5. Hazard/Incident/Injury Reports**

- a. Dive Incident** Verbal report of staff member suffering illness following diving. DH to investigate and report to next meeting.

## **6. Emergency Evacuation System**

- a. EWIS Upgrade** Upgrade is ready for tender.
- b. Evacuation** A whole of upper campus evacuation is scheduled for early December.

## **7. Room 447**

In the absence of EM discussion of this issue held over until next meeting.

## **8. Other Issues**

- a. Currawongs** School members have been asked to close windows to prevent birds entering building. If problem continues, it is to be referred to Facilities.
- b. Gun Licence and Cabinet** DH to investigate storage issues for firearms at main campus once AMB retires.

## **10. Date of Next Meeting**

Thursday, 2<sup>nd</sup> November, at 9.00am in Room 608.

Meeting ended at 9.55am.

Items requiring no further action: Nil