

Acronyms and initials used:

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
CM	Chris Myers
DH	David Hair
EM	Emily Miller
ET&T	Electrical Testing and Tagging
EWIS	Emergency Warning Information System
FS	Field Station
HF	Hydrofluoric Acid
JW	Joanne Wilde
LI	Lance Islip
OHS	Occupational Health and Safety
OHSC	Occupational Health and Safety Committee
OHS&WC	Occupational Health and Safety and Workers' Compensation Unit
PA	Paul Adam
RF	Rad Flossman
SIMS	Sydney Institute of Marine Science

Meeting began at 9.04am. Present: DH, RF, CM, PA, AV, LI, AMB, JW.

1. Apologies

EM

2. Minutes of the Previous Meeting

Confirmed

3. BSS Issues**a. New Customers**

PA has written to P.Doran (BABS) about the best way of AV being informed of contact details of new staff and students. No reply as yet.

b. Store Procedures

BEES staff and students were reminded of the need to use carriers when transporting hazardous substances from the store, and also of the prohibition on entry to the store after 1pm on Fridays.

c. New Issues**(i) No access for Clients**

It has been suggested that AV will prepare all orders and there will thus be no access to the BSS for clients. AV to discuss this further with P.Hallahan and to inform clients of outcome.

(ii) Cancer Building

Cancer Research Building.

BSS to become delivery point for

(iii) OHS Training for Staff

training for all BSS staff.

AV to confer with P.Hallahan re OHS

4. Business Arising from the Minutes

- a. OHSC Safety Inspection Schedule** DH to send November schedule by October 31. Due to changes in room ownership, DH to update annual inspection schedule.
- b. Acid Spill** Risk assessments are now acceptable.
- c. ET&T Cowan** Testing undertaken on September 25. Still not finished. DH to organise completion of ET&T after session finishes.
- d. Firearms Storage** DH to discuss issues with C.Herbert on 18.10.07.
- e. Gas Leak** Gas control system has been installed in G01.
- f. Room 447** A. Janssen (OHS & WC Biological Safety) inspected lab. EM to provide further information re site and identity of microbial contamination. DH to update next meeting.
- g. BEES Website** DH/RF/CM still to update old information.
- h. SIMS Issues** DH to follow up with P.Hallam (SIMS) re progress in instituting OHS procedures. Most of Building 2 will be a BEES responsibility.
- i. High Street Closure** High Street will be closed for a weekend in July 2008. Emergency vehicle access via High Street gates will still be possible.
- j. Tree at Smiths Lake FS** M.Tate (Facilities) to organise tree lopping or removal. DH to update next meeting.
- k. Manifold System in 517** LI to investigate system on 18.10.07 and provide advice re inspection schedule.
- l. Zodiac Non-Compliance** No resolution appears possible. No open ocean work can be undertaken until further notice.
- m. Windows in 456** CM still to fill out hazard form.
- n. OHS Awareness** Responsibilities of supervisors re OHS Awareness can be found on the BEES OHS website under Inductions.
- o. Ground Floor Public Address System** Now works properly.
- p. Smoke Detector in 519** The smoke detector above the oven to be decommissioned.
- q. Loud Hailers** Three loud hailers ordered. To be stored in the EWIS cupboard.
- r. Goodsell Emergency System** Emergency Services Manager has been asked to provide advice. No reply as yet. DH to update next meeting.

5. Hazard/Incident/Injury Reports

- a. Asbestos Removal** Work in BSS area was poorly organised but, since it was correctly encapsulated, no-one should have been exposed to any dust.
- b. Evacuations** Two reports received noted that the evacuations were due to the work on the sprinkler system.
- c. Staff Member Illness** Verbal report received. JW to provide written report. Procedure to minimise future problems has been put in place.
- d. Demonstration Material in BioMed** Verbal report received of hazardous demonstration material being left in Biomed. It has since been returned to Wallace Wurth.

6. Emergency Evacuation System

a. EWIS Upgrade

EWIS is soon to be installed and tested. Project is now due for completion on November 15.

Most work will soon be finished. The

b. Evacuations

by work on the sprinkler system.

DH to follow up on evacuations caused

7. Safety Budget

The safety account is an OP001 type so it needs to be spent by November 30. Any suggestions to DH as soon as possible.

Suggestion so far received include:

1. Purchase of new field first aid kits (JW to organise)
2. Purchase of ergonomic chairs for tech staff
3. Purchase of mercury clean up kit
4. Replenishment of spill kits.

8. Other Issues

a. Soap Dispensers in Labs

dispensers in 401-403 unusable. JW to see J.O'Rourke (BABS) re dispenser manual.

Dehydration of soap has made

b. Draft OHS Inspection Checklist

Comments from OHSC members to RF/DH. DH to develop corrective actions register.

Draft of amended checklist available.

c. Fire Evacuation Plans

status of fire evacuation plans at Smiths Lake, Cowan and SIMS.

RF to raise with Security the current

d. Safety Week

have been distributed.

Scheduled for October 22-26. Flyers

e. HF Training

will be offered soon. The training will be available on request.

Training in the use of hydrofluoric acid

9. Date of Next Meeting

Thursday, 22nd November 2007, at 9.00am in Room 608. To be confirmed.

Meeting ended at 10.41am.

Items requiring no further action: 3b, 3c (ii), 4b, 4e, 4i, 4l, 4n-q, 5a, 5b, 5d, 8d, 8e