

Acronyms and initials used:

BEES	School of Biological, Earth and Environmental Sciences
CATS	Centrally Allocated Teaching Space
CM	Chris Myers
DC	David Cohen
DG	Dangerous Goods
DH	David Hair
EPIRB	Emergency Position Indicating Radio Beacon
JW	Joanne Wilde
LI	Lance Islip
LW	Laura Warman
OHS	Occupational Health and Safety
OHSC	Occupational Health and Safety Committee
OHSMS	Occupational Health and Management System
RA	Rosa Ascencio
RM	Ray Merton
RTA	Roads and Traffic Authority
UNSW	University of New South Wales

Meeting began at 9.40am. Present: DH, CM, DC, LI, JW, RM

1. Apologies

RA, LW

2. Minutes of the Previous Meeting

Confirmed

3. Action Items and Matters Arising from the Previous Minutes

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| 3.1. Firearms Storage | Control of two dart guns is expected to pass to two members of the visiting staff. DH to update next meeting. |
| 3.2. Budget | Most remaining funds to be expended on replacement of EPIRB's. DH/JW to follow up. |
| 3.3. Flame Arresters | Four to be bought for barbeque gas cylinders. DH to follow up. |
| 3.4. Evacuations from Biomed Theatres | BEES academics reminded of location of emergency exits from Biomed Theatres. |
| 3.5. Hot Laptops | JW to send DH details of voluntary recall of Vaio laptops. |
| 3.6. Laser Pointers | BEES academics were made aware of new laws re possession and use of laser pointers. |
| 3.7. CATS Rooms Fire Extinguishers | All fire extinguishers and hose reels in CATS areas of the Biological Sciences Building have been recently checked. |
| 3.8. Light Ballasts | All burnt out ballasts have been replaced. BEES staff and students are reminded to report such incidents immediately. |
| 3.9. Tidy Work Areas | See Item 14.2 below. |
| 3.10. Workload Stress | OHS002 form is necessary in such cases. DH to follow up reported incident. |

4. Correspondence In and Out

Nil

5. Chairperson's Report

No report.

6. Progress on OHSMS Implementation Plan

Registers are still under development. Population of databases continues.

7. Inspection, Testing and Monitoring Program

7.1. Workplace OHS Inspections Ten inspection reports submitted since last meeting. Inspection schedule for rest of 2008 has been distributed.

7.2. Electrical Testing and Tagging No items tested since last meeting. Testing machine was serviced in September.

7.3. OHS Audits No audits.

8. OHS Training Program

8.1. Training Needs Analysis Still under development.

8.2. Training Plan Still under development.

8.3. Training Completed Since last meeting eight general and eight lab specific inductions and one rock-crushing room induction have been done. Two people have completed the Green Lab introductory module, and six have completed the chemicals module.

9. First Aid, Emergency and Security

9.1 First Aid Most kits have been recently checked. Products will soon be distributed to kit monitors.

9.2. Emergency On line training is being introduced in a week or so, starting with training for Chief Wardens and then being extended to all emergency staff. The UNSW Emergency Policy will be signed by the Vice-Chancellor in about three weeks. There will be a practice drill in late November. It will begin with a Code Black emergency (lockdown).

9.3. Security No issues.

10. Changes to Workplace

10.1. Lab Change G.Cassis will take over the Ashford lab (LG21). Chemicals stored there will be distributed or disposed of.

11. Hazard and Incidents Reports and Review

11.1. Light Ballasts See Item 3.8 above.

11.2. Shoulder Injury Staff member re-injured her shoulder while lifting. Advised not to lift above shoulder height. Appropriate signs placed in storage areas.

12. Corrective Actions Review and Update

See Item 6 above.

13. OHS Hazard and Risk Register Review and Update

Register under review. DH to update next meeting.

14. New Business

14.1. Food Handling Certification Issue of food preparation on field trips was discussed. Australian Standards refer to food preparation for sale. DH/JW to develop generic risk assessment and Safe Work Procedure for food storage and preparation. JW to refer issue to Faculty OHSC.

14.2. Inspections of Messy Workplaces In future, if workplaces are too messy for inspections to be carried out by OHSC members, they will give the relevant supervisor one week's notice to clean up before their return to complete the inspection. DH to advise of this at the next staff meeting.

14.3. Room Maximum DG Storage CM to produce lists of the maximum amounts of Dangerous Goods that may be stored in particular laboratories, other than in storage cabinets. These lists will be displayed on the lab doors.

14.4. Travel Hours and Driving The issue of appropriate rest periods when transporting students between Fowlers Gap and Broken Hill was discussed. While the RTA rules do not apply because the locations are within 100Km of each other, JW/DH/CM will produce an appropriate Safe Work Procedure.

15. Business Without Notice

15.1. Postgrad Rep DH to raise this issue with LW, and call for a volunteer if necessary. Incentives for students to be on the OHSC were discussed.

15.2. WorkCover Visit WorkCover visited Materials Science unannounced. Several improvement notices were served on the school. Such a visit is always possible for BEES - so be prepared.

16. Next Meeting and Future Dates for the Year

Next meeting: Thursday, November 20, at 9.30am in Room 609 Biological Sciences.

Future Meetings: Thursday, December 18. 2009 dates to be advised.

17. Close of Meeting

Meeting closed 10.55am