

Acronyms and initials used:

AK	Andrew Kinsela
AMB	Mike Beal
AV	Audio-visual
BABS	Biotechnology and Biomolecular Sciences
BEES	School of Biological, Earth and Environmental Sciences
CM	Chris Myers
CPR	Cardio-pulmonary respiration
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
PS	Peter Steinberg
RF	Rad Flossman

Meeting began at 9.08am.

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

1. Apologies

AK

2. Minutes of the Previous Meeting

Confirmed

3. Business Arising from the Minutes

a. Emergency Evacuation System No date yet set for upgrade of EWIS. Possible evacuation practice before Christmas. CM to update next meeting.

b. AV Intro to Safety Video viewed after meeting. Comments to DH before next meeting.

c. WorkCover Audit RF spoke to A.Janssen (UNSW OHS Unit) re induction of contractors. They must be treated as if they were staff and their credentials checked and a safety induction given. DH to devise a modified checklist for inducting contractors by next meeting. Level 3 chairpersons have been informed that the UNSW OHS responsibility document is to be rewritten. No need for DH to update the inspection form.

d. Electrical Testing and Tagging Contractor began testing on 10.11.03. Work is expected to be completed in early December. CM/DH to update next meeting.

e. Firearms Weapons at Fowlers gap are to be licensed under the Farm Manager. Commissioner's permit for the dart gun

at Cowan still not received. D.Croft licence being renewed for dart gun at Fowlers Gap. Cupboard in Siberia with Dawson air rifle still not bolted to wall. RF to ask workshop to do this. AMB to update next meeting.

f. OHSC Safety Inspection Schedule November inspection schedule distributed. DH to distribute December schedule by December 8th.

g. Testing and Tagging Course RF to try to arrange course for February due to lack of numbers for possible December course.

h. First Aid Boxes Workshop still to mount remaining boxes. JW still to draw up schedule of first aiders responsible for boxes. JW still to organise purchase of CPR face masks. JW to update next meeting.

i. Emergency Exit from G01 DH to ascertain from users of G02 whether they agree with its use as an emergency exit from G01. DH to update next meeting.

j. Storage of Biological Teaching Specimens Rationalisation of FLC's in which to store specimens has still not commenced. DH to update next meeting.

k. Acetic Acid Storage in LG26 Meeting agreed with option of diluting acetic acid when it arrives. DH to see H.Godthelp about this option. DH to update next meeting.

l. Committee training for P.Steinberg Training arranged for March 2004.

m. Lifts in Biological Sciences DH still to inform building occupants of need to report lift safety hazards.

n. G21 Eyewash Station Still not fixed due to dispute over who is responsible for it. CM to update next meeting.

o. G23 Handwashing Station Repaired.

p. Gas Cylinder Regulators List of obsolete regulators was tabled. CM/RF to prepare a list of all such regulators in BEES. CM/RF to update next meeting.

4. Hazard/Incident/Injury Reports

Nil

5. Gardeners' Area in LG26

DH to see M.Lavin (UNSW OHS Unit) re issue of fuel storage in this area. DH to update next meeting.

6. Fowlers Gap

DH and RF met with A.Janssen (UNSW OHS Unit) re OHS responsibility at Fowlers Gap field station. The Dean of Science has direct responsibility for this issue.

7. Other Business

a. Inductions DH to induct new Steinberg post-doctoral fellows.

b. P.Lennox Volunteers at Aust. Museum AMB to inform staff using volunteers about the insurance situation.

c. After Hours Work Policy RF to meet with L.Islip (BABS) and C.Cuello (Medical Sciences) re common after hours work policy. RF to update next meeting.

d. Level 2 OHSC Minutes of meeting on 26.11.03 not available yet. RF reported on issues discussed: (i) Distribution of minutes, (ii) Heads of Schools no longer have to attend, (iii) Faculty OHS Coordinator position – offer made, (iv) Safety Science would like projects on which their students can do safety audits, and (v) Quarterly hazard/incident reports tabled.

8. Date of Next Meeting

December 18th at 9am in Room 552C.

Meeting closed 10:20am.