

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
BSS	Biological Sciences Store
CEIC	School of Chemical Engineering and Industrial Chemistry
CM	Chris Myers
CMBB	Centre for Marine Biofouling and Bio-Innovation
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
PPE	Personal Protective Equipment
PS	Peter Steinberg
RF	Rad Flossman

Meeting began at 9.35am.

Present: RF, DH, PS, JW, CM

1. Apologies

AMB, AV, AK

2. Minutes of the Previous Meeting

Confirmed

3. BSS Issues**a. New Products**

JW has still not received all information re suitability of Dettol wipes for use in first aid kits. JW to update next meeting.

b. Winchester Carriers

Held over to next meeting due to absence of AV.

c. Other Issues

DH/CM advised AV re unwanted deliveries to Store loading dock.

4. Business Arising from the Minutes**a. Emergency Evacuation System**

Letter from BABS Head of School re problems with EWIS was forwarded to Head of Facilities. Strategic Assets Management Committee has been asked to provide a quote for a new EWIS. Current system will be monitored during the evacuation drill on December 13th. CM to update next meeting.

b. Firearms

Only one firearm at Fowlers Gap still needs its registration completed. D.Croft has been asked to forward copies of registrations to AMB. Destruction

of old dart gun still not done. AMB to update next meeting.

c. OHSC Safety Inspection Schedule

November schedule distributed. DH to distribute December schedule by November 26th.

d. After Hours Work Policy

Policy adopted and website updated. BEES school members informed. Some authorisation forms have already been received. From January, 2005 the maximum duration of an authorisation will be one year.

e. Eye Injury to Student

Still no final reply to W.Sherwin's enquiries re availability of better eye PPE. DH to update next meeting.

f. Gas Cylinder Regulators

DH to liaise with Workshop staff to ensure testing of manifolds is completed by December 24th.

g. Work Experience Students

Issue to be discussed at Level 2 OHSC meeting on 24.11.04. RF to update next meeting.

h. Fire Blankets

Installation of fire blankets has been completed.

i. Sample Risk Assessment on Website

BEES staff and students have been informed of the sample risk assessment on the website.

j. CEIC Chemical Inventory System

Software still not received by CM. System will be implemented gradually, once the software is in place. CM to update next meeting.

k. FLCs and Corrosives Cabinets

Information has been updated but not yet transferred to hard copy. DH to do so by next meeting.

l. Room 601

An emergency exit from this room will be provided. A Works and Services request has been sent to Zone 1 personnel. DH to update next meeting.

m. Wearing of PPE in Research Labs/Room 401

Issue of wearing PPE to be raised at Level 2 OHSC meeting on 24.11.04. RF to update next meeting.

n. Safety Card

Issue to be raised at Level 2 meeting on 24.11.04. RF to update next meeting.

o. Change to Fieldwork Plan/Notification

BEES staff/students informed of policy change. System of informing supervisors and Safety Officer of proposed fieldwork continues to be more

honoured in the breach.

p. Asbestos at Cowan

Exposed broken fibro was supposed to have been fixed. DH to update next meeting.

q. Leak from Air Conditioner

Engineering Services investigated problem. DH to update next meeting.

r. After Hours Emergency Contacts

CM has asked BEES academic staff members for this information. He will pass it on the Emergency Management Unit.

s. Fire Doors Not Closing

RF has informed A.Crouch why doors did not close.

5. Hazard/Incident/Injury Reports

a. EWIS Malfunction

Already discussed. See Item 4a.

b. Leak from PC2 Lab

Leak occurred from Room 616 (CMBB PC2 lab) into Room 508 (BEES map room). Reported to Facilities Planning and Development. DH to update next meeting.

6. Report from Chairpersons' Meeting

a. UNSW OHS Performance

UNSW apparently did well compared to other GO8 universities.

b. Recent Incidents

Chlorine leak in Chemical Sciences and fire in BABS.

c. Falls Prevention Strategy

Attempt next year to reduce incidence of such incidents.

d. Overuse Injury Prevention

Workplace inspections should check that workplaces meet ergonomic standards.

e. Hazard/Incident Report/Investigation Flow Chart

Colour-coded forms now on UNSW OHS website.

f. Amended OHS Legislation

Dangerous Goods Act to be included in the OHS Act.

g. Increased Penalties

Maximum penalties for OHS offences resulting in death have been increased, e.g., for a first offence \$110,000 (individual) and \$1,100,000 (corporation). Subsequent offences can result in imprisonment. This gives more scope for courts to apply maximum penalties in cases where offences do not result in death. **You have been warned!**

7. Other Business

a. Level 1 OHSC minutes

Include notice that the risk rating system has been updated.

b. Security Grilles in Rooms G07 and G11

RF reported that grilles on these computer rooms are not an OHS issue. Committee members prefer, however, that grilles not be installed because windows could act as an emergency exit, especially from G07.

8. Date of Next Meeting

Thursday, December 16th, at 9.30am in Room 552C, subject to confirmation.

Meeting ended at 10.19am

Items requiring no further action: 3c, 4d, 4h, 4i, 4o, 4s, 5a, 6a-g, 7a, 7b.