

Acronyms and initials used:

AK	Andrew Kinsela
AMB	Mike Beal
ANU	Australian National University
AV	Anton Vogels
BEES	School of Biological, Earth and Environmental Sciences
BSS	Biological Sciences Store
CATS	Centrally Allocated Teaching Space
CM	Chris Myers
COFA	College of Fine Arts
DG	Dangerous Goods
DH	David Hair
EMU	Emergency Management Unit
ET&T	Electrical Testing and Tagging
EWIS	Emergency Warning Information System
FGMC	Fowlers Gap Management Committee
Go8	Group of Eight
JW	Joanne Wilde
LI	Lance Islip
OHS	Occupational Health and Safety
OHSC	Occupational Health and Safety Committee
OHSMS	Occupational Health and Safety Management System
PA	Paul Adam
PPE	Personal Protective Equipment
RF	Rad Flossman
RMU	Risk Management Unit
UNSW	University of New South Wales

Meeting began at 9.06am. Present: DH, CM, PA, AMB, RF, LI

1. Apologies

AK, JW, AV

2. Minutes of the Previous Meeting

Confirmed

3. BSS Issues**a. Access to Loading Dock**

Lines have been painted.

4. Business Arising from the Minutes**a. Firearms**

T.Dawson has applied for licence. RF to ensure issue of dart gun is raised at next FGMC meeting. RF/AMB to update next meeting.

b. OHSC Safety Inspection Schedule

by November 30th.

DH to send December schedule

c. Compliance in Wearing of PPE

compliance.

CM/DH to continue monitoring

d. ET&T of Student Items

See Item 8a below.

- e. Ducting from Museum of Human Disease** No further information. DH to update next meeting.
- f. Samuels First Aid Kits** JW to ask workshop to mount kits.
- h. Electronic Form Submission** Due to time and cost constraints, this issue has been postponed indefinitely.
- i. Emergency Evacuations from Lecture Theatres** Flip charts have been installed in small CATS rooms and will eventually be placed in larger lecture theatres. This response is inadequate. LI to raise issue with G.Cameron (EMU). CM to raise issue with D.Kyles (EMU).
- j. Cut Finger** Brushes for cleaning instruments to be provided in First Year labs next year.
- k. Changes to Risk Rating** Refer to Item 7c below.
- l. Training for Pesticide Use** Glasshouse and Cowan staff are exempt from training due to small amounts used or nature of pesticides. RF to ensure issue is raised at next FGMC meeting.
- m. Safety Show** Attended by JW and K.Stuart. Much information obtained. Some products to be trialled. JW to report to next meeting.
- n. Biosafety Survey** DH is compiling this information.
- o. Power Shutdown** Meeting scheduled for 29.11.05 re rationalising amount of equipment to be supported.

5. Hazard/Incident/Injury Reports

- a. Waste Storage outside LG09/LG10** Ethanol, formalin and hydrochloric acid stored outside LG09 and LG10 awaiting removal. Entrance blocked. Dangerous goods not labelled fully. RF/DH/CM to determine a more suitable storage point.
- b. Insect Bite** Student suffered allergic reaction after suffering bite during fieldwork. Treated at hospital. No further action.
- c. Razor Cut** Staff member suffered minor cut. Advised to take more care.
- d. Broken Glass Door** Cracked glass door in Glasshouse repaired.

6. Emergency Evacuation System

- a. EWIS Upgrade** Planning continues.
- b. Evacuation Drill** Now scheduled for Monday, 28th November, between 2-3pm.

7. Report from OHSC Chairpersons' Meeting

- a. WorkCover Audit** Delayed until 2007.
- b. Strategic Priorities** Sent to Senior Management Group. Schools are asked to focus on relevant OHS priorities in Teaching and Curriculum design.
- c. Risk Rating System** Two options considered. It is anticipated that the new rating system will be operational soon..
- d. Ergonomic Website** Not yet online. It will be part of the updated RMU website which is expected to go live on 19.12.05.
- e. Smoking Policy** Chairpersons were asked to respond to draft policy.

- f. OHSMS** Chairpersons were asked to give feedback on the UNSW OHSMS website.
- g. Annual Report** Chairpersons to provide material for Level 1 OHSC annual report and for Process Control analysis.

8. Report from Level 2 OHSC

- a. ET&T of Student Items** Issue now to be considered by Go8 universities. COFA is funding ET&T of student items on a trial basis.
- b. Explosion at ANU** Controls to be implemented:
- i. Cold rooms to be replaced by fridges and freezers for which ownership and responsibility will be allocated.
 - ii. After hours access to be restricted, including mandatory presence of supervisor.
 - iii. Rooms must be signed off after conclusion of projects and all chemicals etc. disposed of or removed.
- Lessons for Science Faculty:
- i. Schools should allocate local area responsibility.
 - ii. Correct housekeeping procedures should be followed, including clean-up of unwanted or unused chemicals.
- c. Annual Report** Schools to investigate implementation of Process Controls. Two WorkCover reportable incidents this year.
- d. Accident/Incident Reports** Comment was made on the number of incidents in BEES involving cuts.
- e. What's New at RMU** Following issues were noted:
- i. Impact of DG legislation on UNSW to be advised soon.
 - ii. Student Safety website under development
- f. Correct Footwear** Issue of wearing closed toe (and heel) shoes in buildings discussed. Finding: There may be a responsibility to advise people to wear proper footwear in public areas of buildings such as Biological Sciences but it is difficult to insist that they do so.
- g. Risk Rating System** See Item 7c above.

9. Microwave Oven Testing

LI advised that checking that doors seal properly is the best control to minimise hazards from microwave oven use.

10. Other Issues

- a. Email Fieldwork Notifications** Where a member of the academic staff is involved in repetitive fieldwork in the Sydney area, DH can authorize field trip on behalf of the Head of School. DH to inform BEES staff and students and to update BEES OHS website.
- b. Hazard Forms** Must always be submitted whenever it is noticed that a hazardous procedure is being undertaken in an unsafe manner.

11. Date of Next Meeting

Thursday, December 15th, at 9am in Room 608.

Meeting ended at 11.00am.

Items requiring no further action: 3a, 4h, 4j, 4k, 5b-d, 7-9, 10b.