

**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
CERIT	Centre for Entomological Research and Insecticide Technology
CM	Chris Myers
DFAT	Department of Foreign Affairs and Trade
DH	David Hair
EM	Emily Miller
ET&T	Electrical Testing and Tagging
EWIS	Emergency Warning Information System
JW	Joanne Wilde
LG	Lower Ground
LI	Lance Islip
MSDS	Material Safety Data Sheet
OHS	Occupational Health and Safety
OHSC	Occupational Health and Safety Committee
OHSMS	Occupational Health and Management System
PA	Paul Adam
PPE	Personal Protective Equipment
RF	Rad Flossman
RMU	Risk Management Unit
SHIMS	Sydney Harbour Institute of Marine Science
UNSW	University of New South Wales

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

**1. Apologies**

Nil

**2. Minutes of the Previous Meeting**

Confirmed

**3. BSS Issues****a. Large Deliveries**

There have been no problems.

AV is being kept aware of the expected arrival of large deliveries.

**b. Labcoats**

No problems are being

experienced since the new procedure has been adopted.

**c. Staff**

Staffing issue still to be

resolved. DH/AV to draft letter for Heads of School of BEES and BABS to send to Faculty General Manager.

**d. Safety Carriers**

There are new Winchester

carriers available. For details see Store website.

**e. Other Issues****i. Uveto Safety Material**

Safety material for outdoor

work now in store. DH to inform BEES staff and students.

- ii. Barricade Tape** AV to ask Security to buy tape for use in building evacuations.
- iii. Ethanol Invoices** AV to ask Faculty General Manager to ensure that administrative procedures for ethanol purchases are followed.

#### 4. Business Arising from the Minutes

- a. OHSC Safety Inspection Schedule** DH to send November schedule by November 3rd.
- b. Compliance in Wearing of PPE** CM/DH have been monitoring compliance, mostly in First Year classes. A problem has arisen re students not being prepared to wear PPE during prac exams. AMB to inform students of the requirement via the course manual.
- c. Medications in First Aid Kits** JW to purchase some burn gel sachets and some Stingose spray cans once monitors have checked all First Aid Boxes. Issue to be discussed at next tech staff meeting.
- d. Access to Wallace Wurth LG** Access has been granted. All those with access are advised to check that there are no problems with entry to Wallace Wurth.
- e. Amended Checklist** Still to be done. Will be incorporated in continuing update of all BEES OHS documents by DH/RF following introduction of revised UNSW OHSMS.
- f. Regulator Testing** RF has numbers and locations of gas bottles. Still to check regulator numbers and condition.
- g. Green Audit** Nothing further. DH to update next meeting.
- h. Acid Spill** No action yet. DH to ensure report is completed when D.Cohen returns.
- i ET&T Cowan** Postponed until after the end of session. DH to organize at next meeting of tech staff..
- j. Guppy Room - Cowan** Some corrective actions have been implemented. RF/DH to check on further progress and report to next meeting.
- k. Fire Blankets in Tearooms** Still to be investigated. JW/DH to update next meeting. DH to check with I.Suthers re provision of fire blankets on boats.
- l. Manual Handling Training** Training organised for six members of tech staff on November 28.
- m. Firearms Storage** DH still to investigate.

#### 5. Hazard/Incident/Injury Reports

- a. Dive Incident** Staff member suffered illness following diving. Diving will no longer be part of her duties. LI to report to next meeting re associated diving physiology issues.
- b. Gas Leak** Gas tap in G01 accidentally turned on. Gas concentration build up not found until next morning. LI to report to next meeting re possible procedures to prevent such leaks.
- c. Cut Finger** Student cut finger with razor blade during prac exam. First aid given. In future students will be even more strongly warned about correct procedure.
- d. Illness Contracted in Papua New Guinea** Staff member illness unable to be diagnosed. In future will continue to follow all DFAT guidelines.

- e. Cut to Knee** Student cut knee on edge of services cupboard in G01. Facilities to hinge all cupboard doors properly.
- f. Paint Smell** Strong paint smell in Samuels LG exacerbated by lack of air conditioning. Facilities investigated why air conditioning was turned off.

## **6. Emergency Evacuation System**

- a. EWIS Upgrade** Upgrade has gone to tender. Work is expected to take 18 months. DH to represent BEES on liaison committee.
- b. Evacuation** December evacuation drill no longer whole of upper campus.

## **7. Room 447**

DH to follow up microbiological pollution problem. May need to contact Anne Ashford.

## **8. New UNSW OHSMS**

The new UNSW OHSMS is now live. Comments are invited until 31.12.06. There will be a two-year implementation period. BEES OHS website and documentation must be modified to fit in with the new OHSMS. DH to inform all BEES staff and students.

## **9. Biowaste System**

Because of damage to a commercial autoclave caused by contamination of biowaste with chemical waste, UNSW must upgrade its waste disposal system. There will be an extra waste stream. The upgraded system will involve use of coloured bins and bags. DH to inform BEES members of new procedure as soon as details are received from RMU.

## **10. Other Issues**

- a. OHS at SHIMS** PA to make inquiries re responsibility for OHS at SHIMS.
- b. Soil Cores** D.Cohen to organise movement of trolley of soil cores from Wallace Wurth LG. There might be temporary storage available in BABS space in Biological Sciences LG. RF to liaise with D.Cohen.
- c. CERIT Closure** With the closure of CERIT, extra naphthalene will go to the Herbarium. An MSDS is available.
- d. Lifts** The lifts at the eastern end of Biological Sciences are scheduled to undergo a major refurbishment. This will interfere with safe movement of dangerous goods. Procedure to deal with this issue to be formulated in due course.
- e. Concrete Falls** Work will be done on the Biological Sciences façade, especially on Levels 4 and 5 on the south side, to prevent concrete falls.
- f. New Medical Building** PA/DH to attend meeting re all issues concerned with construction of this building, including OHS. Major disruptions can be expected for 18 months to two years.

## **11. Date of Next Meeting**

Tuesday, 5th December, at 9.00am in Room 608. Note change of day. To be confirmed.

Meeting ended at 10.40am.

Items requiring no further action: 3a, 3b, 3d, 4d, 5c-f, 6a, 6b, 10c-e.