

Acronyms and initials used:

BEES	School of Biological, Earth and Environmental Sciences
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
SWP	Safe Work Procedure

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

1. Apologies

LI, LW, CM

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 | One dart gun to be written off. Other gun to be transferred to A.Munn. P.Banks not renewing licence. Nothing further from C.Herbert. DH to update next meeting. |
| 3.2. Budget | Budget nearly spent. Eight EPIRB's and three walkie-talkies purchased. |
| 3.3. Flame Arresters | Four still to be bought for barbeque gas cylinders. DH to follow up. |
| 3.4. Hot Laptops | JW still to send DH details of voluntary recall of Vaio laptops. |
| 3.5. Workload Stress | No chance to follow up on this yet. DH to report to next meeting. |
| 3.6. Food Handling | Risk assessment and SWP partly completed. DH/JW to report to next meeting. |
| 3.7. Room Maximum DG Storage | Held over to next meeting in absence of CM. |
| 3.8. Travel Hours and Driving | Still under consideration. DH/JW/CM to report to next meeting |
| 3.9. Postgrad Rep | LW to remain on committee. Position to be reviewed next year. |

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 Seven inspection reports submitted since last meeting. Inspection schedule for rest of 2008 has been distributed.

7.2. Electrical Testing and Tagging Ten items tested since last meeting.

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 five general, one lab specific and two rock-crushing room inductions have been done. One person has completed the Green Lab introductory module, and one has completed the chemicals module.

9. First Aid, Emergency and Security

9.1 First Aid All kits except one have been recently checked. Field kits still to be checked. Some products have been distributed to kit monitors, and some have still to be ordered.

9.2. Emergency On line training for emergency staff will soon be introduced. There will be a practice drill in late November - a Code Black emergency (lockdown).

9.3. Security No issues.

10. Changes to Workplace

Nil.

11. Hazard and Incidents Reports and Review

11.1. Slippery Floor Dive Room floor was slippery due to moisture and build up of dirt. Floor cleaned. New mop purchased. Divers reminded to clean up after themselves.

11.2. Dive Gauge Verbal report received of the failure of a dive gauge. DH to follow up.

12. Corrective Actions Review and Update

Most data has now been entered into the system.

13. OHS Hazard and Risk Register Review and Update

Register under review. DH to update next meeting.

14. New Business

14.1. Supply of Safety Equipment Current procedure to remain. Research groups provide their own safety equipment. Class equipment may be borrowed when not needed for classes. CM to provide a list of class safety equipment for addition to the BEES OHS website.

15. Business Without Notice

Nil.

16. Next Meeting and Future Dates for the Year

Next meeting: Thursday, December 18, at 9.30am in Room 609, Biological Sciences.

Future Meetings: Thursday, February 19, 2009 (tentatively).

17. Close of Meeting

Meeting closed 10.30am