

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
ET and T	Electrical testing and tagging
EWIS	Emergency Warning Information System
FLC	Flammable Liquids Cabinet
HF	Hydrofluoric acid
JW	Joanne Wilde
OHS	Occupational health and safety
OHSC	Occupational Health and Safety Committee
PS	Peter Steinberg
RF	Rad Flossman

Meeting began at 9.14am.

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 Evacuation exercise was held on 15.12.03. CM tabled relevant documentation. Exercise showed that the public address system and the EWIS are not working properly. CM has sent request to J.Daveron (Faculty Business Manager) for this issue to be discussed at the level 2 OHSC. CM has also informed facilities of the problem. CM to update next meeting.

b. AV Intro to Safety Suggestions were received re format of presentation. DH to discuss possible changes with D.Perdriau. DH to update next meeting.

c. Inducting Contractors DH tabled the induction kit used by Facilities. In future, BEES staff will have to use this kit when inducting contractors.

d. Electrical Testing and Tagging Contractor completed 1,957 tests. It is now estimated that there are about 7,000 items in BEES to be tested

annually. CM to organise roster of testers so that rest of the testing can be completed by the end of April. AMB reported problem with earth of tester. CM/RF to organise for it to be checked.

- e. Firearms** AMB presented details of locations and licences. Still some items to be finalised. AMB to update next meeting. Locker in Siberia to be fixed to wall by AMB/RF. RF to update next meeting. Cowan locker still to be fixed to wall. DH to update next meeting.
- f. OHSC Safety Inspection Schedule** December schedule distributed. DH to send February schedule by 2.2.04.
- g. First Aid Boxes** Workshop still to mount boxes. CPR masks have been ordered. Schedule of first aiders/boxes still to be distributed. JW to update next meeting.
- h. Emergency Exit from G01** DH still to speak with all users of G02. DH to update next meeting.
- i. Storage of Biological Teaching Specimens** FLC's to be rationalised by late February. Specimens to be transferred by then. DH to update next meeting.
- j. Acetic Acid Storage in LG26** DH has asked H.Godthelp to begin diluting acetic acid upon its arrival. It has been agreed that this strategy is the most cost effective while still complying with legal obligations.
- k. Lifts in Biological Sciences** DH has informed all BEES staff and students of the need to report all trip hazards caused by lifts not opening level with floors.
- l. Eyewash Station** Still not repaired. CM once again to ask M.Buck, Facilities and Probuild to get it fixed. CM to update next meeting.
- m. Gas Cylinder Regulators** CM/RF have completed an inventory of all suspect oxygen regulators, except for regulators used by B.Chan. Two such regulators belonging to P.Greenaway will be disposed of. It has not been decided what to do with the five belonging to AMB. CM/RF/AMB to update next meeting.
- n. Gardeners' Area in LG26** M.Lavin (UNSW OHS Unit) has advised grounds staff of the need to store mower fuel in an FLC. DH to update next meeting.
- o. Post-Doc Inductions** DH has completed these on behalf of PS.
- p. Insurance Situation for Volunteers** Link to this information is now on the BEES website. Volunteer form has been updated.
- q. After Hours Work Policy** RF tabled draft policy and documentation from BABS and Medical Sciences. These schools wish to begin implementing the policy as soon as possible. RF to advise them that BEES wants more time to consider a common policy. RF to distribute draft policy to BEES personnel by early February for comment. DH to ensure issue is an item on the agenda of the next School Advisory Meeting.

4. Hazard/Incident/Injury Reports

a. Trip Hazard due to Lift

Manager for referral to appropriate Facilities staff.

Report passed to Zone 1

5. HF Use in Biological Sciences

No acceptable risk assessments have yet been submitted for HF use. HF may not be used until this happens. Furthermore, HF may not be used in the Biological Sciences Building by BEES staff or students until there are an operational scrubber fume cupboard and a vented storage cupboard installed in Room 519/521. This is the only location within the BEES section of the Biological Sciences Building where HF use will be allowed. CM to find out when the fume cupboard will be operational. CM to organise installation of vented cupboard from Applied Science Building to Room 519/521. CM to update next meeting. As soon as possible, DH to inform BEES personnel again about the restrictions on the use of HF.

6. Ovens Failing ET and T

Ovens in undergraduate labs that failed initial ET and T are being rewired by Workshop staff. CM to retest. CM to update next meeting.

7. Risk Assessment Forms

An incident on an undergraduate field excursion has led to a re-examination of the BEES risk assessment forms. DH to update next meeting of any proposed changes. DH to ensure that the issue of compliance with the BEES OHS Management System is an item on the agenda of the next School Advisory Meeting.

8. Risk Management for Supervisors

PS to communicate with those who repeatedly fail to attend these courses.

9. Training Records Report

DH presented 2003 annual report on OHS training.

10. Other Business

a. Fume Cupboard Testing

Testing is scheduled for mid-January. CM to ensure all BEES personnel are aware that cupboards must be ready for testing on the specified date.

11. Date of Next Meeting

Thursday, February 19th, 2004 at 9am in Room 552C.

Meeting closed 10.45am