

BEES OHSC

Minutes of Meeting Held 16.12.04

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
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
RSS	Radiation Safety Supervisor

Meeting began at 9.37am.

Present: AV, DH, PS, AMB, CM, AK.

1. Apologies

JW, RF.

2. Minutes of the Previous Meeting

Confirmed

3. BSS Issues

a. New Products

JW has received information that Dettol wipes should not be included in first aid kits.

b. Winchester Carriers

AV has two types of winchester carrier in the store. Signs are in the store stating that glass winchesters cannot be taken from the store unless a carrier is used. This information will not be included on the store website.

c. Other Issues

- (i) Pallet lifter will not be lent out any more.
- (ii) AV to email G.Peacock re confusion of loading dock with loading bay, thereby causing deliveries to be made at the wrong place.
- (iii) New procedures will be implemented for receipt of incoming goods. These will lead to better identification and more appropriate storage of goods delivered to the store.

(iv) There is a problem of couriers arriving during building emergencies. AV to meet with CM to solve this issue. CM to update next meeting.

(v) There is an access problem to the loading dock caused by vehicles bringing deliveries to the Mathews Arcade parking beside the dock. AV to have a sign placed near the loading dock forbidding this practice.

4. Business Arising from the Minutes

a. Emergency Evacuation System

Emergency drill on 13th December went well. Public address system seemed to be working except perhaps in some areas of BABS and on the roof of Wallace Wurth. Students and staff members are asked to report to CM any "black holes" re hearing the public address system. Other issues related to building emergencies are:

(i) Occupants of the Biological Sciences Building tend to evacuate on the Alert signal rather than waiting for instructions.

(ii) Emergency staff members have difficulty communicating with each other because the EWIS system is underpowered and there is a lot of background noise near the panel.

(iii) The new assembly area is the Michael Birt Lawn as far away from the buildings as possible.

(iv) Three members of staff from BEES are to train as wardens. More volunteers are needed from all schools.

(v) The emergency information outside the lifts in Biological Sciences will be updated soon.

CM to update next meeting.

b. Firearms

Registration of firearm at Fowlers Gap still needs to be completed. D.Croft still 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

December schedule distributed. DH to distribute February schedule by January 21st.

d. Eye Injury to Student

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

e. Gas Cylinder Regulators

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

f. Work Experience Students

In absence of RF, this issue held over to next meeting. RF to update next meeting.

g. CEIC Chemical Inventory System

There has been a holdup with receiving the software due to the absence of the programmer. There is also a possible problem with security on the server. CM to update next meeting.

h. FLCs and Corrosives Cabinets

Updated contents information now appears on all 250L and 100L FLCs and Corrosive Cabinets.

i. Room 601

Work on the emergency exit from Room 601 will start early in 2005. DH to update next meeting.

j. Wearing of PPE in Research Labs/Room 401

In absence of RF, this issue was held over until the next meeting. RF to update next meeting.

k. Safety Card

In absence of RF, this issue was held over until the next meeting. RF to update next meeting.

l. Asbestos at Cowan

Although exposed broken fibro was supposed to have been fixed, DH has been unable to obtain confirmation. DH to update next meeting.

m. Leak from Air Conditioner

Engineering Services investigated problem. No further problems have been reported.

n. After Hours Emergency Contacts

CM has received some emergency contact information. He will ask again for staff to provide emergency contact details.

o. Leak from PC2 Lab

The leak was from an adjacent room, not from the PC2 lab which originally was thought to be the source of the leak into the Map room.

5. Hazard/Incident/Injury Reports

a. Leak from BABS Autoclave

A verbal report was received re a further leak into Room G27 from the autoclave on the floor above. DH to follow up and report to the next meeting.

6. Other Business

a. Access to Wallace Wurth Roof.

Of emergency staff, only DH has a key to the door giving access to the roof of Wallace Wurth. CM and AMB to organise access for some of the other members of the emergency staff. DH to organise erection of a sign near the BEES Animal House forbidding access to unauthorized persons. CM to report broken closer on access door.

b. Dates for Evacuation Drills

The dates for 2005 have been set. Staff members and students will be informed of them in due course.

c. RSS Meeting Report

Main points arising from this meeting on December 15th were the importance of record keeping in radiation labs, and a proposed UNSW protocol whereby radiation monitors can be calibrated within schools and units.

7. Date of Next Meeting

Tuesday, February 15th, at 9.30am in Room 552C, subject to confirmation.

Meeting ended at 10.25am

Items requiring no further action: 3a, 3b, 3c(i), 3c(iii), 4h, 4m, 4o, 6b, 6c.