

Acronyms and initials used:

AMB	Mike Beal
AV	Anton Vogels
BEES	School of Biological, Earth and Environmental Sciences
BSS	Biological Sciences Store
CATS	Centrally Allocated Teaching Space
CM	Chris Myers
DH	David Hair
EMU	Emergency Management Unit
ET&T	Electrical Testing and Tagging
EWIS	Emergency Warning Information System
JW	Joanne Wilde
LI	Lance Islip
OHS	Occupational Health and Safety
OHSC	Occupational Health and Safety Committee
PA	Paul Adam
PPE	Personal Protective Equipment
RF	Rad Flossman
RMU	Risk Management Unit
UNSW	University of New South Wales

Meeting began at 9.03am. Present: DH, PA, AMB, RF, JW, AV.

1. Apologies

CM, LI

2. Minutes of the Previous Meeting

Confirmed

3. BSS Issues

a. Instructions for Store Use DH/AV to meet with E.Hegedus (BABS) to ensure there are no differences between BABS and BEES re instructions for use of the BSS.

b. Smell outside Loading Dock Has occurred on several occasions. RF/DH/CM to be contacted the next time it happens.

4. Business Arising from the Minutes

a. Firearms Still waiting on the outcome of T.Dawson's application for a firearms licence. At the next opportunity dart gun to return to UNSW for storage. AMB to update next meeting.

b. OHSC Safety Inspection Schedule DH to send February schedule by January 31st.

c. Compliance in Wearing of PPE CM/DH to continue monitoring compliance.

d. ET&T of Student Items No further action. RF to update next meeting.

e. Ducting from Museum of Human Disease Reply from Facilities Management that ducting complies with the relevant Australian Standard considered inadequate. DH to update next meeting.

- f. Samuels First Aid Kits** JW has asked workshop to mount kits. UNSW policy is that there are no multiple use items contained in first aid kits. RF to raise issue at next Level 2 meeting.
- g. Emergency Evacuations from Lecture Theatres** LI reported that issue has been referred to P.Dickenson (CATS). Evacuation instructions might become a screensaver on computers in lecture theatres. Also instructions might be put on lecterns. DH to update next meeting.
- h. Training for Pesticide Use** Fowlers Gap staff have received relevant training.
- i. Safety Products Trial** Insect repellent in both spray and gel form used at Smiths Lake. Use considered successful. Further trials next year. JW to update next meeting.
- j. Biosafety Survey** DH submitted information to RMU.
- k. Power Shutdown** All equipment to be supported will be identified by a notice. All rooms containing such equipment will also be identified by a notice.
- l. Waste Storage outside LG09/LG10** RF to submit disposal form for remaining waste. Change of contractors may make it unnecessary to store liquid waste at the rear door of Biological Sciences. If it cannot be stored in labs, then possibly the small boat cage could be used for this purpose. Issue to be investigated further next year. DH to update next meeting.

5. Hazard/Incident/Injury Reports

- a. EWIS** Problems encountered during trial evacuation. Reported to EMU.
- b. Tick Bites** Student suffered many tick bites. In future a variety of repellants to be used. Kangaroos might be treated to lower their tick infestations. AMB to check animal ethics issues related to this control measure.
- c. Shoulder Injury** Staff member suffered shoulder injury carrying load. In future assistance is always to be available. Physiotherapy treatment to be undertaken. New work station chair to be purchased. DH to update next meeting.

6. Emergency Evacuation System

- a. EWIS Upgrade** Planning continues.

7. Other Issues

- a. Lifts** Lifts 6 and 8 in Biological sciences often do not stop at floor level. DH to report to Facilities.
- b. Update Website** DH/RF to review OHS website and OHS documents in early 2006.

11. Date of Next Meeting

Thursday, February 23rd, at 9am in Room 608.

Meeting ended at 9.50am.

Items requiring no further action: 4h, 4j, 4k, 5a