

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
CM	Chris Myers
DH	David Hair
EM	Emily Miller
ET&T	Electrical Testing and Tagging
EWIS	Emergency Warning Information System
FLC	Flammable Liquids Cabinet
JW	Joanne Wilde
LI	Lance Islip
NSS	New South Solutions
OHS	Occupational Health and Safety
OHS & WCU	Occupational Health and Safety and Workers Compensation Unit (formerly Risk Management Unit)
OHSC	Occupational Health and Safety Committee
OHSMS	Occupational Health and Management System
PA	Paul Adam
PPE	Personal Protective Equipment
RF	Rad Flossman
SHIMS	Sydney Harbour Institute of Marine Science
UNSW	University of New South Wales

Meeting began at 9.05am. Present: DH, RF, AMB, CM, PA, AV, LI.

1. Apologies

JW, EM

2. Minutes of the Previous Meeting

Confirmed

3. BSS Issues

- a. Staff** Staffing issue still to be resolved.
DH/AV still to draft letter for Heads of School of BEES and BABS to send to Faculty General Manager.
- b. Uveto** DH still to inform BEES staff and students of Uveto products are now in store
- c. Barricade Tape** Has been ordered.
- d. Ethanol Invoices** AV still to advise S.Rees that administrative procedures for ethanol purchases must be followed.
- e. Other Issues**
 - i. Winchester Carriers** All staff and students are reminded that carriers must be used to transport Winchesters.

4. Business Arising from the Minutes

- a. OHSC Safety Inspection Schedule** December 6th. DH to send December schedule by
- b. Compliance in Wearing of PPE** ready to go in manual. Information for First Year students is
- c. Medications in First Aid Kits** and some Stingose spray cans once all monitors have checked all First Aid Boxes. JW to purchase some burn gel sachets
- d. Amended Checklist** continuing update of all BEES OHS documents by DH/RF following introduction of revised UNSW OHSMS. Still to be done. Will be incorporated in
- e. Regulator Testing** condition. Will also check any BEES regulators in the Analytical Centre. RF still to check regulator numbers and
- f. Green Audit** update when audit released. Nothing further. DH to provide
- g. Acid Spill** completes report. No action yet. DH to ensure D.Cohen
- h. ET&T Cowan** problems. DH to follow up. Testing completed. Director notified of
- i. Guppy Room - Cowan** Heaters will be installed again by about May. RF to check system by June 2007. Much neater set up with leads raised etc.
- j. Fire Blankets in Tearooms** update next meeting. Still to be investigated. JW/DH to
- k. Manual Handling Training** of tech staff on November 28. Training completed for seven members
- l. Firearms Storage** DH still to investigate.
- m. Dive Incident** dives should be checked for Patent Foramen Ovale. Divers suffering illness after low risk
- n. Gas Leak** control devices similar to those in refurbished labs. DH to follow up. Facilities wishes to install in all labs gas
- o. Room 447** contamination to be submitted. Hazard report re microbiological
- p. New UNSW OHSMS** School members have been informed.
- q. Biowaste System** RF to follow up with Adam Janssen (OHS & WCU). Details of new system still not available.
- r. OHS at SHIMS** Risk assessments will be the responsibility of the individual institutions. DH to monitor situation. Director will be responsible for OHS.
- s. Soil Cores** postgrad offices in Samuels. DH/RF to follow up. Have reportedly been moved to the
- t. New Medical Building** plans will be modified appropriately. According to Facilities, work will not present any OHS problems. There will be no interference with the lifts. Evacuation

5. Hazard/Incident/Injury Reports

- a. Room 447** See Item 4o above. DH to follow up.
- b. Room 445** spores and micro-organisms. Incident report not yet received. DH/LI to follow up.

6. Emergency Evacuation System

- a. EWIS Upgrade** much work as possible will be done in the breaks between sessions. Only one stairwell Tender interviews to be held soon. As

will be out of action at a time. CM to find out if illuminated signs warning of building evacuations are still included in the scope of works.

b. Evacuation Drill to be held this week.

7. Report from Level 2 Meeting

Items relevant to BEES are:

- a. Fluorescence Spill** Still being investigated.
- b. Evacuation** Cause of building evacuation in November still unknown.
- c. Student Collapsed** BABS student collapsed but Security now do not transfer such people to the medical centre. BABS staff provided transport. Only alternative was calling an ambulance.
- d. Fire** Nitrile gloves caught fire because of incorrect method of disposal of chemical waste.
- e. Internal Audit** Maths and Statistics and Material Science failed an internal audit.
- f. OHSMS Implementation** Implementation of the Faculty OHSMS will begin in January and continue through the year. LI will facilitate the process.
- g. OHS Website** All staff and students should go through the new website and provide feedback. See Item 4p above.
- h. Workplace Inspection Checklist** Now comprises 12 pages. No need for a hard copy.
- i. New Templates** Committees to use new templates for minutes and agendas.
- j. OHS Training** All staff to be assessed on OHS Competencies. Staff profiles and training will be documented on NSS.
- k. FLC's** Chemistry has several 250L FLC's available.

8. Lift Upgrade

To start this week. BEES staff and students have been informed of the alternative method for movement of dangerous goods when Lift 5 is unavailable.

9. Other Issues

- a. Fieldwork Notifications** DH/RF/LI to discuss alternative means of submitting fieldwork notifications.
- b. Evacuations from Lecture Theatres** H.Rosenthal has taken up this issue

10. Date of Next Meeting

Thursday, 15th February 2007, at 9.00am in Room 608.

Meeting ended at 10.50am.

Items requiring no immediate action: 3c, 3ei, 4b, 4d, 4f, 4i, 4k-m, 4p, 4r, 4t, 7a-k, 8, 9b.

Items requiring action at a later date: 4b, 4d, 4f, 4i, 4l, 4r.