

Acronyms and initials used:

AMB	Mike Beal
BEES	School of Biological, Earth and Environmental Sciences
CM	Chris Myers
DH	David Hair
EM	Emily Miller
ET&T	Electrical Testing and Tagging
EWIS	Emergency Warning Information System
FS	Field Station
JW	Joanne Wilde
LI	Lance Islip
OHS	Occupational Health and Safety
OHSC	Occupational Health and Safety Committee
OHSMS	Occupational Health and Safety Management System
PA	Paul Adam
PAS	Public Address System
RF	Rad Flossman
SIMS	Sydney Institute of Marine Science

Meeting began at 9.00am. Present: DH, RF, CM, PA, AMB

1. Apologies

EM, JW, LI

2. Minutes of the Previous Meeting

Confirmed

3. Business Arising from the Minutes

a. OHSC Safety Inspection Schedule
January 31.

DH to send February schedule by

b. ET&T Cowan
and JW by March 2008.

Rest of testing to be completed by RF

c. Firearms Storage

DH to update next meeting.

d. Room 447

for biohazard problems.

DH to continue monitoring Room 447

e. BEES Website

February.

DH/RF/CM to update website in early

f. SIMS Issues

next meeting.

No reply to email as yet. DH to update

g. Tree at Smiths Lake FS

lopping or removal. DH to update next meeting.

No further reply from Facilities re tree

h. Manifold System in 517

does not need an annual specialised pressure inspection.

LI has advised that manifold system

i. Windows in 456

be checked again by Facilities in February.

CM provided hazard form. Windows to

j. Goodsell Emergency System

Once there are enough occupants of the building, an emergency team will be formed. DH to provide names of BEES volunteers to Emergency Services Manager.

- k. Staff Member Illness** Written report received. Procedure to minimise future problems has been put in place.
- l. Safety Budget** Much of the remaining funds have been spent. All of the rest will be committed by the due date.
- m. Soap Dispensers in Labs** In absence of JW, issue held over to next meeting.
- n. Draft OHS Inspection Checklist** Development of a corrective actions register will be a high priority for 2008. Action: DH.
- o. Fire Evacuation Plans** Emergency Services Manager inspected Cowan FS and Smiths Lake FS. Fire plans are almost complete. Smoke alarms are to be installed at Smiths Lake. DH to update next meeting.

4. Hazard/Incident/Injury Reports

- a. Needlestick Injury** Genetics student suffered needlestick injury. In future the correct protocol will be announced twice before the class commences
- b. Broken Ankle** Student broke ankle during a social game of football on a field trip. Such games to be discouraged in future.
- c. Ankle injury** Staff member injured ankle when she missed her step on stairs outside Mathews. Strong winds at the time were a major contributing factor. Extra caution to be observed in such conditions in future.
- d. Microtome Injury** Staff member suffered hand injury when using a microtome. In future blades to be covered when not in use. Risk assessment and safe operating procedure were updated as a result of the injury.
- e. Student Collapse** Student collapsed twice in class. BEES staff and students were reminded of contact details of school first aid personnel. Issues re perceived slowness of Security response were discussed with Security Services Manager.

5. Emergency Evacuation System

- a. EWIS Upgrade** Most work will soon be finished. EWIS installation and testing is still to be done. DH to ask BEES staff and students if they know of any work associated with EWIS upgrade that is still to be completed.
- b. Evacuation Drill** To be held early in 2008.
- c. Evacuation on 4.12.07** Showed the PAS is not working on Level 5 and part of Level 6. Reception was distorted on other levels. Also showed confusion among staff and students re location of new emergency evacuation area. In future loud hailers will be used to help direct evacuees to Botany St Car Park apron.

6. Report from Level 2 OHSC

Issues relevant to BEES:

- Updated Workplace Inspection Checklist on website soon.
- Possibility of appointing a faculty based person to help schools set up OHS documentation.
- Increase in rat population might result from cat removal campaign. Report any increase to Facilities.
- Use of crane in construction of Cancer Research Building – no material to be passed directly over Wallace Wurth or Biological Sciences.
- Areas where there have been recent changes to standards, codes etc. include storage and handling of mixed classes of dangerous goods, occupational diving, and manual handling.

- Changes to UNSW OHSMS include updated induction and risk assessment forms, updated procedure for OHS responsibility, updated chemical safety definition, and updated chemical register template.

7. Other Issues

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| a. Boat Towing Speed | The new boat may not be towed at a speed greater than 90 kph. This restriction is to be included in the boat use induction, and an appropriate laminated sign is to be placed in each BEES vehicle. Action: DH. |
| b. OHS002 Forms at Smiths Lake | To encourage timely reporting of work related illnesses and injuries, a supply of OHS002 forms is to be kept at Smiths Lake FS. Action: DH. |
| c. Rio Tinto Audit | BEES and UNSW OHSMS were audited by Rio Tinto and passed well. |
| d. RA's for Antarctic Fieldwork | These have now been received and appear adequate. |
| e. Reptile Fieldwork on Cape York | Although not a BEES issue, student involved to liaise with DH re upgrading of risk assessment and other OHS documentation. |
| f. Course for Gifted Children | CM to ensure risk assessments are received before lab use commences. |

8. Date of Next Meeting

Thursday, 21st February 2008, at 9.00am in Room 608. To be confirmed.

Meeting ended at 10.25am.

Items requiring no further action: 3d, 3h, 3i, 3k, 3l, 4a-e, 6a-f, 7c, 7d, 7f.