

Acronyms and initials used:

BEES	School of Biological, Earth and Environmental Sciences
CM	Chris Myers
DC	David Cohen
DG	Dangerous Goods
DH	David Hair
JW	Joanne Wilde
LG	Lower Ground
LW	Laura Warman
OHS	Occupational Health and Safety
OHSC	Occupational Health and Safety Committee
OHSMS	Occupational Health and Management System
RA	Rosa Ascencio
RM	Ray Merton
SWP	Safe Work Procedure

Meeting began at 9.50am. Present: DH, DC, LW, JW, RM

1. Apologies

RA, CM

2. Minutes of the Previous Meeting

Confirmed

3. Action Items and Matters Arising from the Previous Minutes

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|--------------------------------------|---|
| 3.1. Firearms Storage | Approval requested to write off one dart gun and transfer ownership of the other. No reply yet from Assets Unit. Nothing further from C.Herbert. DH to update next meeting. |
| 3.2. Flame Arresters | Four to be bought for barbeque gas cylinders next year. DH to follow up. |
| 3.3. Hot Laptops | JW still to send DH details of voluntary recall of Vaio laptops. |
| 3.4. Workload Stress | See Item 11 below. |
| 3.5. Food Handling | Risk assessment and SWP partly completed. DH/JW to report to next meeting. |
| 3.6. Room Maximum DG Storage | Held over to next meeting due to absence of CM. |
| 3.7. Travel Hours and Driving | Still under consideration. DH/JW/CM to report to next meeting. |
| 3.8. Postgrad Rep | LW welcomed to OHSC. |
| 3.9. Safety Equipment Listing | Held over to next meeting due to absence of CM. |

4. Correspondence In and Out

Nil

5. Chairperson's Report

No report. CM attended Level 2 meeting on 26 November. Report to be presented at next BEES OHSC meeting.

6. Progress on OHSMS Implementation Plan

Registers are still under development. Population of databases continues.

7. Inspection, Testing and Monitoring Program

7.1. Workplace OHS Inspections
last meeting.

No inspection reports submitted since

7.2. Electrical Testing and Tagging
Room items tested since last meeting.

Smiths Lake items and most Aquarium

7.3. OHS Audits
documentation will be held in early 2009.

Internal audit of BEES OHS

8. OHS Training Program

8.1. Training Needs Analysis

Still under development.

8.2. Training Plan

Still under development.

8.3. Training Completed

Since last meeting eight general inductions, four lab specific inductions and one autoclave induction have been done. No Green lab course completions can be verified at present, and so no completions are reported this month.

9. First Aid, Emergency and Security

9.1 First Aid

Field kits still to be checked because they are still in use. Some products have been distributed to kit monitors, and some have still to be ordered.

9.2. Emergency

On line training for emergency staff has been introduced. The practice drill was held on 26 November - a Code Black emergency (lockdown). Problems that became apparent if such an incident were to occur, including necessity to lock down all buildings in sector simultaneously, are being addressed.

9.3. Security

Names of all staff and students wishing access during Christmas/New Year lockdown have been sent to Security. All staff and students going on leave are asked to ensure that their rooms are secure before they go.

10. Changes to Workplace

Nil.

11. Hazard and Incidents Reports and Review

11.1. Workplace Stress

workplace stress for staff member.

Various measures put in place to lessen

11.2. Dive Gauge

and sent for repair.

Faulty dive gauge taken out of service

11.3. Low Dive Gauge Pressure

Delayed ascent necessitated "buddy breathing". Dive Officer to speak with dive co-ordinator and dive team re dive practice at the particular site.

11.4. Needlestick Injury

Staff member from Sydney University injured at Cowan. Issue being handled via Sydney University OHS system.

12. Corrective Actions Review and Update

Most data has now been entered into the system. Effective follow up is the next step to be undertaken.

13. OHS Hazard and Risk Register Review and Update

Register under review. DH to update next meeting.

14. New Business

14.1. OHS Rep Absences

All OHS staff will be absent most of January. BEES staff and students have been advised to submit OHS documentation by December 19, if possible. In January, documents are to be submitted directly to DC rather than through DH, CM or JW.

15. Business Without Notice

15.1. OHS Budget

Budget for 2009 is \$10,000.00. Budget will pay for all staff who need First Aid training. DC to ask all staff involved with student field trips to have a current first aid qualification.

15.2. Shelving in LG06 and LG07

Appropriate shelving will be installed in the new rock storage and handling areas to minimise manual handling hazards.

15.3. LG11/LG11B

The storage areas are very cluttered. A major clean out will be held early in 2009. DH to follow up.

15.4. Cowan

Erosion has exposed previously buried broken glass and sharp metal pieces. Exposed sites to be marked, and material removed if possible. DH/JW to follow up in early 2009.

15.5. Meeting Schedule

In 2009 meetings will be held approximately every six to seven weeks, rather than monthly. Extra meetings can be held as necessary.

16. Next Meeting and Future Dates for the Year

Next meeting: Thursday, February 19, at 9.30am in Room 609, Biological Sciences.

Future Meetings: April 2, May 21, July 16, September 3, October 22 and December 10, 2009.

17. Close of Meeting

Meeting closed 10.30am