

Acronyms and initials used:

BEES	School of Biological, Earth and Environmental Sciences
CM	Chris Myers
CPR	Cardiopulmonary Resuscitation
DC	David Cohen
DG	Dangerous Goods
DH	David Hair
G	Ground
JW	Joanne Wilde
LG	Lower Ground
LI	Lance Islip
LW	Laura Warman
MEEF	Molecular Ecology and Evolution Facility
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 9.40am. Present: DH, DC, CM, RM

1. Apologies

RA, LI, LW, JW

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 | One dart gun written off but transfer of ownership of the other not yet approved. Maroubra police to contact C.Herbert re registration of her dart gun. 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. Food Handling | Risk assessment and SWP partly completed. DH/JW to report to next meeting. |
| 3.5. Room Maximum DG Storage | Partly done. CM to complete by next meeting. |
| 3.6. Travel Hours and Driving | Still under consideration. DH/JW/CM to report to next meeting. |
| 3.7. Safety Equipment Listing | CM has provided list. |
| 3.8. Staff First Aid Training | At next All School Meeting DC to ask staff in charge of field trips to do first aid training. School will pay. |
| 3.9. Shelving in LG06/LG07 | Shelving will be installed if current shelving proves to be inadequate. |
| 3.10. LG11/LG11B | Clean out is waiting on transfer of rocks and other material to Randwick/Manly Vale. |

3.11. Cowan
metal postponed until return of JW.

Inspection of exposed glass and sharp

4. Correspondence In and Out
Nil

5. Chairperson's Report

CM attended Level 2 meeting on 26 November. Issues of interest to BEES:
(i). Emergency number (56666) is not available during Communications Unit shutdowns. Issue is being addressed by Security.
(ii). School OHSC's have been requested to review effectiveness of OHS training provided to their staff and students.
(iii). For newly refurbished areas and where new equipment has been installed, it is important to obtain manuals and receive training on their use.

DH to attend next meeting on February 26.

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 No inspection reports submitted since last meeting.

7.2. Electrical Testing and Tagging No testing since last meeting. CM to obtain quotes from contractors for testing (to be scheduled mid-year).

7.3. OHS Audits No audits held since last meeting.

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, five lab specific inductions, one autoclave induction, one MEEF induction, one Tema Mill induction, one Rock Crusher induction, three CPR training courses, three Green Lab Introductory courses, and two Green Lab Chemicals courses have been done.

9. First Aid, Emergency and Security

9.1 First Aid Due to absence of JW, no report presented.

9.2. Emergency No schedule yet for trial emergencies this year.

9.3. Security No security issues since last meeting.

10. Changes to Workplace

Nil.

11. Hazard and Incidents Reports and Review

11.1. Extension Cables Cables across floor in Mathews Arcade were trip hazard. Reported to Facilities Management.

11.2. Back Injury Back problem recurred despite workplace ergonomics review. DH to report to next meeting.

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. Autoclave Trolley

Request made for provision of trolley in autoclave room. DH to follow up with F.Hemmings.

15. Business Without Notice

15.1. Sharks

Following the recent series of shark attacks, new procedures for divers and snorkelers have been implemented. More shark shields have been purchased.

15.2. Compactus Shelving in G23

One bay of shelving is to be removed to allow use of a ladder within the compactus.

15.3. Budget

The 2009 budget allocation for OHS has been revised to about \$5,000.

16. Next Meeting and Future Dates for the Year

Next meeting: Thursday, April 2, at 9.30am in Room 609, Biological Sciences.

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

17. Close of Meeting

Meeting closed 10.30am