

**Acronyms and initials used:**

BEES	School of Biological, Earth and Environmental Sciences
CM	Chris Myers
CPR	Cardiopulmonary Resuscitation
DC	David Cohen
DH	David Hair
JW	Joanne Wilde
LI	Lance Islip
LW	Laura Warman
OHS	Occupational Health and Safety
OHSC	Occupational Health and Safety Committee
OHSMS	Occupational Health and Safety Management System
OHSWC	Occupational Health and Safety and Workers' Compensation
RA	Rosa Ascencio
RM	Ray Merton
SWP	Safe Work Procedure
UNSW	University of New South Wales

Meeting began at 9.35am. Present: DH, DC, CM, RM, RA, LW, LI

**1. Apologies**

JW

**2. Minutes of the Previous Meeting**

Confirmed

**3. Action Items and Matters Arising from the Previous Minutes**

- |                                      |   |
|--------------------------------------|---|
| <b>3.1. Firearms Storage</b>         | Transfer of dart gun to Sydney University approved. C.Herbert dart gun still being stored by police until her licence is approved. DH to update next meeting. |
| <b>3.2. Flame Arresters</b>          | Gas fuses do the same job as flame arresters. JW/DH to order fuses if necessary.  |
| <b>3.3. Food Handling</b>            | SWP completed.  |
| <b>3.4. Travel Hours and Driving</b> | SWP completed.  |
| <b>3.5. Staff First Aid Training</b> | DC to ask staff in charge of field trips to do first aid training. School will pay. DH to draft suitable message.   |
| <b>3.6. Cowan</b>                    | Inspection of sharps problem at Cowan carried out. Current risk controls were thought to be adequate.   |
| <b>3.7. Back Injury</b>              | See Item 11.4.  |
| <b>3.8. Autoclave Trolley</b>        | Following consultation with autoclave monitor, current SWP was thought to remain adequate. An autoclave trolley will not be bought at present.                |
| <b>3.9 Lab After Hours Contacts</b>  | DH to pass on to LI the information gathered, although it remains incomplete. DH to continue to seek this information from BEES lab supervisors.              |

**4. Correspondence In and Out**

Nil

## 5. Chairperson's Report

Nil.

## 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** Eight inspection reports submitted since last meeting. Inspection schedule for OHSC members for June 09-June 10 has been circulated.

**7.2. Electrical Testing and Tagging** In April/May there were seven tests. CM to continue to obtain quotes from contractors for testing.

**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 16 general inductions, 18 lab specific inductions, two autoclave inductions, three CPR training courses, two lab safety awareness courses, one boat use induction, five Green Lab Introductory courses, and four Green Lab Chemicals courses have been done.

## 9. First Aid, Emergency and Security

**9.1 First Aid** Item held over due to absence of JW.

### 9.2. Emergency

a. Building evacuation of 15.4.09 showed the following flaws in the evacuation plan:

(i). There needs to be a register of business-critical items that are affected by a power failure. DH/CM to compile register by next meeting.

(ii). Evacuees did not move to the designated assembly area.

(iii). Volunteers continue to be needed, especially on Level 4 of Biol. Sciences.

(iv). Possible speaker faults in several rooms.

b. Evacuation on 5.5.09 was due to a drop in the water pressure when the system was tested.

**9.3. Security** No security issues since last meeting.

## 10. Changes to Workplace

Nil.

## 11. Hazard and Incidents Reports and Review

**11.1. Ankle Injury** Injury occurred when student fell while walking on a dirt track. No need to strengthen current controls for class fieldwork.

**11.2. Shoulder Injury** Staff member slipped on stairs. Advised to use lifts in future.

**11.3. Animal Bite** Student suffered minor bite while handling bat. Handling protocol amended. Course of post-exposure vaccinations undertaken.

**11.4. Back Injury** Staff member experienced back pain while doing office work. Advised to take regular breaks and buy a better computer chair.

**11.5. Asbestos Exposure**

Staff member had a minor asbestos exposure while clearing a lab. Equipment containing asbestos disposed of through UNSW waste 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. OHSWC Unit will provide support for developing register. DH to follow up.

**13. OHS Hazard and Risk Register Review and Update**

Register under review. DH to update next meeting.

**14. New Business**

Nil.

**15. Business Without Notice**

Nil.

**16. Next Meeting and Future Dates for the Year**

**Next meeting:** Thursday, July 16, at 9.30am in Room 609, Biological Sciences.

**Future Meetings:** September 3, October 22 and December 10, 2009.

**17. Close of Meeting**

Meeting closed 10.30am