

OHSC MINUTES OF MEETING HELD 13.2.03

Meeting began at 9.06am.

Present: AMB, RF, CM, DH, PG, JW, SB

1. Apologies: Nil

2. Minutes of the Previous Meeting: Confirmed

3. Business Arising from the Minutes

- a) SECO. There will be a meeting of those involved on 17.2.03. DH to provide update to next meeting.
- b) AV Introduction to Safety. Video may not be ready in time. Alternative may be lab safety video shown by Technet in early February. RF to try to obtain a loan of it for Week 2.
- c) BEES OHS Management Plan/OHS Audit. DH still to draft database of risks and lines of responsibility. To do so by next meeting. By next meeting RF to consult with P.Crisp (CEIC) re emergency evacuation procedures and with J.Starling (CEIC) re OHS management system. By next meeting PG to ask K.Richardson (UNSW OHS) when audit questions will be available.
- d) Aquarium. Electrical Safety Inspections by the electricians have shown that RCD protection of circuits is adequate. These rooms will be inspected by the OHSC as soon as the refurbishments are finished.
- e) e. Electrical Tagging and Testing JW/RF to make further inquiries re testing procedure to J.Starling (CEIC) and suppliers of testing device. DH to draft timetable for testing. RF to submit three names for training – Crosby, Hemmings, de Mol. All actions to be done by next meeting.
- f) Health Surveillance for Frank Hemmings. Not thought necessary as long as extraction system is operating correctly. By next meeting DH to investigate the possibility of automatic resetting of the timing system for the extractor.
- g) OHS Training for Academics. DH to see K.Richardson on 14.2.03 re next training date.
- h) Bushfire Safety at Cowan. Committee considered and endorsed all recommendations from Cowan FS staff re improved fire safety. By next meeting DH to consult with K.Horsell and H.Schoevers (Campus Services) re recommendations. Appropriate PPE to be purchased. DH to provide update to next meeting.
- i) Firearms. AMB has begun spreadsheet of firearms held by BEES. By next meeting AMB to complete spreadsheet by getting data from

T.Dawson and D.Croft. Firearms licensee needed to replace T.Dawson. AMB to follow up on request to P.Banks to take on this role.

- j) Explosives. Although D.Palmer has license to use and store explosives, at present there is no intention to do so. H.Godthelp sent report on use of explosives by Riversleigh research group. By next meeting DH to compile combined explosives/firearms database.

4. Hazard/Incident/Injury Reports

Cowan Bushfire Considered at 3(h) above.

5. BEES Fieldwork Guidelines

DH to send guidelines to RF for placement on BEES website.

6. Microwave Safety

Workcover has said that routine testing of microwave ovens is not necessary where an oven is in good condition. Ovens that appear to be damaged must not be used and must be reported to the school safety officer.

7. OHS Checklist for Supervisors

DH to circulate checklist after amendments are made. To be done before next meeting.

8. Other Business

Fume Cupboard Testing. Being carried out in Applied Science at present.

Schedule of Safety Inspections. DH to draft a safety inspection timetable to supplement those of lab supervisors.

Replacement for SB. Student rep on OHSC needed to replace SB. DH to advertise position among BEES students by 21.2.03.

9. Date of Next Meeting

Thursday, March 20, at 9am in Room 552C, Biological Sciences.

Meeting ended at 10.26am.