

Acronyms and initials used:

AK	Andrew Kinsela
AMB	Mike Beal
AV	Anton Vogels
BABS	School of Biotechnology and Biomolecular Sciences
BEES	School of Biological, Earth and Environmental Sciences
BSS	Biological Sciences Store
CEIC	School of Chemical Engineering and Industrial Chemistry
CM	Chris Myers
CMBB	Centre for Marine Biofouling and Bio-Innovation
DH	David Hair
EWIS	Emergency Warning Information System
FLC	Flammable Liquids Cabinet
GTR	Gene Technology Regulation
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
PPE	Personal Protective Equipment
PS	Peter Steinberg
RF	Rad Flossman
RMU	Risk Management Unit

Meeting began at 9.34am.

Present: AV, DH, PS, AMB, CM, AK, RF, LI, PA.

1. Apologies

JW

2. Minutes of the Previous Meeting

Confirmed

3. BSS Issues**a. Loading Dock/Bay**

AV still to contact G.Peacock, who has been on leave, re confusion between the dock and the bay for deliveries. AV to ask L.Mazzaroli (BEES) and C.Ang (BABS) to inform their schools about this problem.

b. Arrival of Couriers During Emergencies

Procedures now in place, together with more wardens recruited for Lower Ground and Ground floors, should overcome this problem

c. Access to Loading Dock

AV still to have sign erected asking for delivery vehicles to Mathews Arcade not to block access to loading dock. AV to liaise with W.Jones, T.Watterson and M.Bailey from Facilities re this issue.

d. Other Issues

(i) There are sometimes manual handling problems when couriers do not have proper unloading facilities. AV to make schools aware of this problem by contacting L.Mazzaroli and C.Ang.

(ii) Management of the Store. AV to find out if there are any proposed changes re line management of the store.

4. Business Arising from the Minutes

a. Emergency Evacuation System

Building evacuation on 24th January went smoothly. Cause was malfunctioning smoke detector on Third Floor. No further information on EWIS upgrade. CM to check status of Building E25 re emergency procedures for this zone. CM to update next meeting

b. Firearms

Registration of firearms at Fowlers Gap still needs to be completed. Paperwork lost for D.Croft having gun licence for Fowlers Gap. No gunsmiths at Broken Hill any longer complicates ability to get licence. Biopsy gun not registered and error in registration of .22 rifle still not resolved. Destruction of old dart gun still not done. AMB to email all details to PS for instructions to be given to D.Croft. AMB to contact T.Dawson about destruction of old dart gun. AMB to update next meeting.

c. OHSC Safety Inspection Schedule

February schedule distributed. DH to distribute March schedule by February 25th.

d. Eye Injury to Student

W.Sherwin can get no further information re better PPE for gel electrophoresis work. Committee decided that current procedure is adequate.

e. Gas Cylinder Regulators

Testing of manifolds was not carried out. See Item 6 below.

f. Work Experience Students

Protocol for work experience students has been incorporated into the visitor protocols. Draft document has been approved by Level 2 OHSC and RF will add it to the BEES website. LI will refer to the Level 2 OHSC the issue of a protocol for faculty groups visiting BEES teaching labs.

g. CEIC Chemical Inventory System

The school will now use the proposed UNSW system. See Item9.

h. Room 601

Work on the emergency exit from Room 601has begun. DH to update next meeting.

i. Wearing of PPE in Research Labs/Room 401 Level 2 OHSC will support whatever decision is made by BEES re this issue. DH to give background information to PS. Issue to be discussed at next SAM.

j. Safety Card

Level 2 OHSC supportive of production of card but will not provide any funding. RF/CM/DH to determine production numbers and get printing quotes.

k. Asbestos at Cowan

J.Nedved has reported that the problem has been fixed.

l. After Hours Emergency Contacts

CM to check with RMU if any information is still needed from BEES.

m. Leak from BABS Autoclave

DH still to meet with E.Hegedus re this issue.

n. Access to Wallace Wurth Roof

Key to be given to D.McDougald and S.Rice. Door closer has been fixed. DH still to organize sign forbidding access to unauthorized persons.

5. Hazard/Incident/Injury Reports

a. Loading Dock Pallet

Leg injury to AV when they pallet collapsed. Problem has been fixed.

b. Plastic Equipment in 519

Plastic melted in oven. New SOP and risk assessment produced.

c. Practice Evacuation

Problems with evacuation on December 13th forwarded to Emergency Management Unit.

6. Use of CO₂

a. Room 449

DH has determined that CO₂ concentration does not reach a dangerous level even if there is a leak from a full G-size cylinder.

b. Room G01

CO₂ cylinders and delivery system should not be inside the service duct. Signs re possible hazard have been placed on the service duct doors. DH to obtain quote to move the delivery system into Room G01.

7. Fume Cupboard Report

Fume cupboards in Biological Sciences were tested in January. Some cupboards failed the light test. These will be upgraded by Spotless.

8. OHS in CMBB

To clear up any confusion, the BEES OHSMS applies to all CMBB areas on the Fifth Floor of Biological Sciences and the BABS OHSMS applies to those on the Sixth Floor

9. Dangerous Goods Inventories

The Dangerous Goods Act has been incorporated into the Hazardous Substances Act. Up-to-date inventories will be required for all labs and storage areas, and possibly placarding also. The RMU is developing software for the management of dangerous goods/hazardous substances/general chemicals. Training in the use

of the system will be necessary for one person from each lab area. CM/DH to update next meeting.

10. Headphones in Computer Labs

Shared use of headphones may be a hazard. RF to determine who uses headphones in computer labs and also what replacement costs might be.

11. Other Issues

a. Room Temperatures

Some labs and offices become very hot during the warmer months of the year. DH to ask BEES staff/students to monitor temperatures over an extended period to determine the extent of the problem. Issue to be discussed at next SAM.

b. Room 439B Certification

DH to liaise with RMU re inspection and storage issues arising from GTR certification of this lab.

c. Corridor Outside First Year Labs

Trip hazard will arise again when students return. CM/DH to monitor situation.

12. Date of Next Meeting

Tuesday, March 15th, at 9.30am in Room 608, subject to confirmation.

Meeting ended at 11.25am

Items requiring no further action: 3b, 4d, 4e, 4g, 4k, 5a-c, 6a, 7, 8.