

Acronyms and initials used:

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| AK | Andrew Kinsela |
| AMB | Mike Beal |
| ANU | Australian National University |
| AV | Anton Vogels |
| BABS | School of Biotechnology and Biomolecular Sciences |
| BEES | School of Biological, Earth and Environmental Sciences |
| BSS | Biological Sciences Store |
| CM | Chris Myers |
| DH | David Hair |
| EM | Emily Miller |
| EMU | Emergency Management Unit |
| ET&T | Electrical Testing and Tagging |
| EWIS | Emergency Warning Information System |
| JW | Joanne Wilde |
| LI | Lance Islip |
| OHS | Occupational Health and Safety |
| OHSC | Occupational Health and Safety Committee |
| PA | Paul Adam |
| PPE | Personal Protective Equipment |
| RF | Rad Flossman |
| RMU | Risk Management Unit |
| UNSW | University of New South Wales |

Meeting began at 9.04am. Present: DH, PA, AMB, RF, JW, AV, LI, CM.

1. Apologies

EM

2. Minutes of the Previous Meeting

Confirmed

3. BSS Issues

a. Instructions for Store Use AV has forwarded instructions to BABS. Recently there have been fewer problems with deliveries.

b. Smell outside Loading Dock No problems so far this year. Possibly caused by stink pipe from sewerage system.

c. Use of Store as Passageway Builders attempted to use the store as a passageway in early January. Eventually they were persuaded to use the rear entrance to Biological Sciences. AV had difficulty in contacting RMU re this issue even though at least two staff members of RMU are normally on duty. LI is trying to ensure that such issues are communicated to him as Science OHS coordinator during project planning stages.

d. Corrosive Cabinet in Fuel Store M.Lavin is trying to find out if it is permitted to place a corrosives cabinet in the fuel store. LI to report to next meeting.

4. Business Arising from the Minutes

a. Firearms Still waiting on the outcome of T.Dawson's application for a firearms licence. Winchester has been properly registered

at all times. At the next opportunity dart gun to return to UNSW for storage. DH to find out if any members of S.Griffith research group can bring dart gun back to UNSW.

AMB to update next meeting.

b. OHSC Safety Inspection Schedule DH to send March schedule by February 28th.

c. Compliance in Wearing of PPE CM/DH to continue monitoring compliance.

d. ET&T of Student Items Level 1 OHSC will ask Student Guild to consider ET&T of student items. RF to update next meeting.

e. Ducting from Museum of Human Disease Complies with Australian Standard.

f. Samuels First Aid Kits Kits have been mounted. JW to check with EMU if single-use ampoules of medications are acceptable for use in kits.

g. Emergency Evacuations from Lecture Theatres No action has been taken. CM to remind EMU of necessity for room-specific instructions.

h. Safety Products Trial Further trials of repellants to occur in April. JW to update next meeting.

i. Waste Storage outside LG09/LG10 No further problems reported.

j. Tick Bites AMB reported that there were no animal ethics issues involved in treating kangaroos for tick infestations.

k. Shoulder Injury Staff member remains on restricted duties. Physiotherapy is being continued. DH to update next meeting.

5. Hazard/Incident/Injury Reports

a. Knee Injury Staff member slipped on stairs and will need knee surgery. DH to update next meeting.

b. Mercury Spill Spill discovered near rear door to Biological Sciences. Area isolated. Spill covered with sulphur. Contractors cleaned up waste.

6. Emergency Evacuation System

a. EWIS Upgrade Planning continues.

b. Building Evacuation Practice evacuation to be held on March 8th.

7. OHSC Chairpersons' Report

Chairpersons met on February 10th. Report distributed to OHSC. Main items of interest to BEES:

a. Risk rating system is still being revised.

b. Wall hutches have fallen from walls in several buildings. Committees to check all such hutches in their areas.

c. RMU website is still under development and will come under the Human Resources website.

d. Audit of BEES by RMU possible this year.

e. Fewer compensation claims and lower insurance payouts in 2005.

f. Falls are the main priority for 2006. Committees to document all falls in their area, and identify causes and corrective actions.

8. Level 2 OHSC Report

Meeting held on February 22nd. Report distributed to OHSC. Main items of interest to BEES (not already covered in Item 7):

- a. Following ANU Chemistry incident, all common areas to have nominated supervisor to be responsible, *inter alia*, for OHS issues. DH to ensure BEES complies.
- b. UNSW Lab Safety Manual now online.
- c. Laboratory Safety Template now online. For use by laboratories to develop a local safety manual.
- d. Schools to advise Faculty of most important OHS issues to be addressed this year.
- e. Schools to identify training needs for 2006.

9. OHSC Elections

Elections for positions on the BEES OHSC are due to be held by the end of May. By the next meeting, RF to call for nominations for these positions.

10. Other Issues

a. Light Fitting in Room 608
falling. DH to report to Facilities.

In danger of

11. Date of Next Meeting

Thursday, March 23rd, at 9am in Room 608.

Meeting ended at 10.50am.

Items requiring no further action: 3a, 3b, 4e, 4i, 4j, 5b.