

Acronyms and initials used:

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
CM	Chris Myers
CMBB	Centre for Marine Biofouling and Bio-Innovation
DH	David Hair
EM	Emily Miller
ET&T	Electrical Testing and Tagging
EWIS	Emergency Warning Information System
JW	Joanne Wilde
LG	Lower Ground
LI	Lance Islip
MEM	Master of Environmental Management
OHS	Occupational Health and Safety
OHS & WCU	Occupational Health and Safety and Workers Compensation Unit (formerly Risk Management Unit)
OHSC	Occupational Health and Safety Committee
PA	Paul Adam
RDO	Rostered Day Off
RF	Rad Flossman
UNSW	University of New South Wales

Meeting began at 9.05am. Present: DH, RF, AMB, CM, PA, AV, JW.

1. Apologies

LI, EM

2. Minutes of the Previous Meeting

Confirmed

3. BSS Issues**a. Staff**

BABS drafting petition re adequate replacement for AV when he is on leave or RDO. Petition to be sent to Faculty General Manager.

b. Uveto

DH still to inform BEES staff and students of Uveto products are now in store

c. Barricade Tape

Now available.

d. Ethanol Invoices

AV has advised S.Rees that administrative procedures for ethanol purchases must be followed. AV has displayed a large sign describing the correct procedures.

e. Other Issues**i. CMBB Deliveries**

AV to see A.Abdool about timely pick up of material from the store

4. Business Arising from the Minutes

- a. OHSC Safety Inspection Schedule** DH to send March schedule by February 28th.
- b. Medications in First Aid Kits** JW to purchase some burn gel sachets and some Stingose spray cans once all monitors have checked all First Aid Boxes.
- c. Regulator Testing** RF still to check regulator numbers and condition. Will also check any BEES regulators in the Analytical Centre.
- d. Acid Spill** RF/CM to check that gloves were bought.
- e. ET&T Cowan** Testing completed. Director notified of problems. Faulty electrical equipment disposed of. DH to follow up.
- f. Fire Blankets in Tearooms** Still to be investigated. JW/DH to update next meeting.
- g. Firearms Storage** D.Page has firearms licence. DH/AMB to investigate possibility of his being responsible for firearms storage in school.
- h. Gas Leak** Facilities wishes to install in all labs gas control devices similar to those in refurbished labs. DH still to follow up.
- i. Room 447** Hazard report re microbiological contamination still to be submitted. DH to follow up.
- j. Biowaste System** Details of new system still not available. RF to follow up with Adam Janssen (OHS & WCU).
- k. Soil Cores** Now stored in BABS space in Biological sciences LG.
- l. Room 445** Air conditioners decontaminated. All cultures were autoclaved and disposed of.
- m. Fieldwork Notifications** All BEES staff and students to follow the UNSW procedure including use of the UNSW form.

5. Hazard/Incident/Injury Reports

- a. Student at Smiths Lake** All MEM students to be advised more strongly that a moderate level of fitness is required to participate in field work.
- b. Faulty Oven** Fire hazard caused by faulty oven. Oven to be repaired or replaced.
- c. Dive Incident** Verbal report received of dive incident. DH to investigate.

6. Emergency Evacuation System

- a. EWIS Upgrade** Upgrade to begin in Biological Sciences next week. DH to advise BEES staff and students re work schedules, stair closures etc.
- b. Evacuation** Drill to be held in the second week of Session 1.
- c. Emergency Management Officer** An appointment to this position has been made.
- d. Samuels Incident** On 12.2.07 there was an evacuation of the Samuels Building. CM to investigate.
- e. Equipment in LG Corridor** CM to investigate what is happening about the equipment partially blocking the corridor in Biological Sciences LG.

7. BEES Website

DH, RF and CM are to form a subcommittee to update the BEES OHS website to ensure it conforms to the UNSW OHS & WC website. RF to seek advice from LI.

8. Other Issues

- a. Chemical Database** DH/RF/CM to investigate status of UNSW database and how BEES data can be added.
- b. Workplace Inspections** For future workplace safety inspections the workplace supervisor will probably have to be present.
- c. Draft Inspection Checklists** RF to forward amended checklists to committee members. CM/RF/DH to investigate utility of new forms.

9. Date of Next Meeting

Thursday, 15th March 2007, at 9.00am in Room 608.

Meeting ended at 10.10am.

Items requiring no immediate action: 3c, 3d, 4k-m, 5a, 5b, 6a-c, 8b.