

Acronyms and initials used:

AMB	Mike Beal
BEES	School of Biological, Earth and Environmental Sciences
CM	Chris Myers
DH	David Hair
EM	Emily Miller
ET&T	Electrical Testing and Tagging
EWIS	Emergency Warning Information System
FS	Field Station
JW	Joanne Wilde
LI	Lance Islip
OHSC	Occupational Health and Safety Committee
PA	Paul Adam
PAT	Professional and Technical
RF	Rad Flossman
SIMS	Sydney Institute of Marine Science

Meeting began at 9.05am. Present: DH, RF, CM, PA, AMB, EM. S.Hodgkinson (Noel Arnold and Associates) present as observer.

1. Apologies

JW, LI

2. Minutes of the Previous Meeting

Confirmed

3. Business Arising from the Minutes

- a. OHSC Safety Inspection Schedule** DH to send February schedule by February 22 and March schedule by February 29.
- b. ET&T Cowan** Due to absence of RF, ET&T cannot be completed until March. RF to organise testing as soon as he returns.
- c. Firearms Storage** Dart gun currently stored at UNSW. C.Herbert is trying to organise storage at Cowan FS. A.Munn (Sydney University) would like one of BEES dart guns transferred to his ownership. DH to update next meeting.
- d. BEES Website** Website has mostly been updated to conform with UNSW template DH/RF to complete update by next meeting.
- e. SIMS Issues** No reply to email as yet. DH to organise safety inspection of BEES areas in SIMS by next meeting.
- f. Tree at Smiths Lake FS** Still no reply from Facilities re tree lopping or removal. DH to update next meeting.
- g. Goodsell Emergency System** DH to provide names of any BEES volunteers to Emergency Services Manager by next meeting.
- h. Soap Dispensers in Labs** In absence of JW, issue held over to next meeting.
- i. Fire Evacuation Plans** Fire plans for Smiths Lake FS and Cowan FS were received just before this meeting. DH to inspect them and report to next meeting. Smoke alarms have been installed in the student dormitories at Smiths Lake. They are still to be installed in the staff bedrooms. DH to update next meeting.

j Boat Towing Speed Laminated signs re safe towing speed for King II have been placed in all relevant vehicles.

k. OHS002 Forms at Smiths Lake DH to ensure a number of Incident/Injury report forms are kept at Smiths Lake FS. These will be taken there by March 20.

l. Reptile Fieldwork on Cape York Student has returned from Cape York but risk assessment still remains to be developed. LI/DH to follow up before next field season.

4. Hazard/Incident/Injury Reports

a. Tick Typhus Staff member contracted tick typhus infection at Smiths Lake FS. DH to enquire about possible increase in staff member's sensitivity to tick bites.

b. Boat Trailer Wheel Bearing Wheel bearing on recently purchased boat trailer failed without warning. Failure happened at low speed. Bearing replaced and other bearing inspected by Science workshop staff. BEES boat committee to determine whether trailer axle is to be replaced and whether maintenance will be scheduled more frequently. DH to update next meeting.

5. Emergency Evacuation System

a. EWIS Upgrade New system to be handed over on 21.2.08.

b. Evacuation Drill Next drill to be held in mid-April but might have to be postponed until later in the month.

6. Corrective Actions

DH to ensure that BEES Corrective Actions Register is developed and populated by next meeting.

7. Elections

Elections for two members of PAT staff, one member of the academic staff, one postgraduate and one undergraduate student representative on the BEES OHSC are due by May. RF to call for nominations for these positions by next meeting.

8. Other Issues

a. Fire Warden Training Refresher courses are needed every three years. CM suggested that Facilities should pay for this training. DH to raise issue at next Level 2 meeting.

b. Level 2 Meeting In absence of RF, DH to attend next meeting.

c. Constitution Constitution of BEES OHSC transferred to UNSW template. RF to add this document to BEES website by next meeting.

d. Resignation of PA PA thanked for his contribution to the work of the OHSC over the last three years.

9. Date of Next Meeting

Thursday, 27th March 2008, at 9.00am in Room 608. To be confirmed.

Meeting ended at 10.07am.

Items requiring no further action: 3j, 8d. Item requiring action at a later time: 3.1