

Acronyms and initials used:

AMB	Mike Beal
AV	Audio-visual
BEES	School of Biological, Earth and Environmental Sciences
CM	Chris Myers
DH	David Hair
JW	Joanne Wilde
OHS	Occupational health and safety
OHSC	Occupational Health and Safety Committee
PG	Peter Greenaway
PPE	Personal protective equipment
RF	Rad Flossman
SB	Shaun Barclay
SECO	Sector Emergency Control Officer

Meeting began at 9.06am.

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

1. Apologies

Nil

2. Minutes of the Previous Meeting

Confirmed

3. Business Arising from the Minutes**a. SECO**

A meeting was held with representatives from BABS, BEES and Medical Sciences. DH to organise emergency teams from BEES. DH to give update on progress to next meeting.

b. AV Introduction to Safety

Due to other work pressures, D.Perdriau unable to complete video by start of session. To be held over until start of second session. DH to provide update to next meeting.

c. BEES OHS Management Plan/OHS Audit

RF presented draft management system. CM to rewrite Section 4 (Emergency Procedures) to make it relevant to the Biological Sciences Building. Subcommittee of DH, RF, CM, JW to review draft on 31.3.03. Audit postponed to 15th April. PG, RF, DH to meet on 1.4.03 to review progress of preparation for audit. DH/RF to give update to next meeting.

d. Electrical Tagging and Testing

DH still to prepare timetable. To do so by next meeting.

- e. Herbarium Extractor** DH still to find out if extraction system can be automatically reset. To do so by next meeting.
- f. OHS Training for Academics** DH to try to organise training date. To do so by next meeting.
- g. Bushfire Safety at Cowan** DH to consult with Campus Services staff re repairs at Cowan field station. Appropriate PPE to be purchased. DH to give update to next meeting.
- h. Firearms/Explosives** Still no data from T.Dawson. No progress yet on licensee to replace T.Dawson. AMB to follow up and give update to next meeting.
- i. BEES Fieldwork Guidelines** Now placed on BEES website.
- j. OHS Checklist for Supervisors** Now placed on BEES website.
- k. Schedule of Safety Inspections** Still to be done by DH. To be done by next meeting.
- l. Replacement for SB** DH still to advertise position among BEES students. To do so by next meeting.

4. Hazard/Incident/Injury Reports

- a. Cowan Damage** Possible asbestos problem following damage to ceiling of main building. Delay due to insurance problem. PG to follow up by next meeting. DH to organise proper hazard report by next meeting.
- b. Cowan Bushfire** Report from P. Banks. Action as for 3g above.
- c. A.Robbie Back Injury** Minor injury to back. DH to confer with A.Robbie re manual handling procedure as soon as possible.
- d. A.Robbie Finger Injury** Cut received from door handle in Room G21. DH to ask M.Buck to get Probuild to replace missing knob as soon as possible.
- e. Slip Hazard** Verbal reports received of slipping on stairs due to excessive dust from refurbishment activity. DH to report problem to Zone 1 Campus Services personnel as soon as possible.

5. Other Business

a. Chemistry Flammable Liquids Store Formerly used by Geography
and Geology. No need to use it in future.

b. Nuclear Waste in Applied Science By next meeting RF to find
out if there is any remaining.

c. Testing/Tagging Courses No further courses are being
organised by Photovoltaics. By next meeting DH to ask K.Richardson and RF to
ask Technet what alternative courses are available.

d. First Aid Boxes Restocking to be postponed
until after refurbishment of building completed. JW to replace box in Room 450
by next meeting. JW to update list of first aid officers on all boxes as soon as
possible.

e. Safety Inductions for New Staff DH to conduct inductions for
S.Bonser and S.Laffan as soon as possible.

f. Level 2 Meeting No items for meeting to be
held on 26.3.03.

6. Date of Next Meeting

Thursday, April 17th at 9am in Room 552C.

Meeting finished 10.36am.