

**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
CM	Chris Myers
DG	Dangerous Goods
DH	David Hair
EMU	Emergency Management Unit
ET&T	Electrical Testing and Tagging
EWIS	Emergency Warning Information System
GMO	Genetically Modified Organism
HoS	Head of School
IT	Information Technology
JW	Joanne Wilde
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
SAM	School Advisory Meeting
SOP	Standard Operating Procedure

Meeting began at 9.35am.

Present: AV, DH, JW, AMB, CM, AK, RF, PA.

**1. Apologies**

Nil

**2. Minutes of the Previous Meeting**

Confirmed

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

Letter to be sent to BABS and BEES re confusion between the dock and the bay for deliveries. RF to liaise with AV re final version.

**b. Access to Loading Dock**

AV has spoken with T.Watterson (Facilities) re delivery vehicles to Mathews Arcade blocking access to loading dock. AV to liaise with Facilities re wording for sign.

**c. Delivery Manual Handling Problems**

AV still investigating alternatives. AV to update next meeting.

**d. Store Line Management**

AV still to approach S.Rees (Faculty Business Manager) re this issue.

**e. Other Issues**

(i). Dangerous Goods inventory has been formulated for the store.

(ii). Store website now has a sign that certain chemicals cannot be removed from the store without an appropriate safety container.

#### **4. Business Arising from the Minutes**

##### **a. Emergency Evacuation System**

D.Kyles (EMU) has reminded Facilities re EWIS upgrade. Building E25 is not connected to the EWIS system. E.Hegedus (BABS) and D.Kyles have been asked to ensure that the occupants of E25 are made aware of any emergencies. Two drills have been scheduled for this year, the first being in May, during teaching hours. CM to update next meeting. In future this issue to be a standing item on the agenda.

##### **b. Firearms**

Letter received from D.Croft re registration issues. PA/AMB to direct D.Croft to obtain licence. All gun registrations at Fowlers Gap are dependent on one of the station staff having a firearms licence. T.Dawson has taken old dart gun for destruction. AMB to update next meeting.

##### **c. OHSC Safety Inspection Schedule**

March schedule distributed. DH to distribute April schedule by March 31st.

##### **d. Work Experience Students**

Protocol for work experience students has been incorporated into the visitor protocols and appears on the BEES website. Visitor Guidelines are being examined by senior RMU staff.

##### **e. Room 601**

Emergency exit is now in place.

##### **f. Wearing of PPE in Research Labs/Room 401**

CM spoke about this issue at the SAM on 2.3.05. Sub-committee of CM/DH/JW formed to recommend best method for determining necessity for wearing PPE in Room 401 and research labs. CM/DH/JW to report to next meeting.

##### **g. Safety Card**

Two thousand cards printed. DH to distribute cards to each member of the academic staff, student office, HoS secretary, and other staff who deal with visitors, contractors etc.

##### **h. After Hours Emergency Contacts**

CM has not yet received from RMU the list of BEES and BABS contacts. CM to update next meeting.

##### **i. Leak from BABS Autoclave**

BABS are considering having the floor above G27 sealed. DH to update next meeting.

##### **j. Access to Wallace Wurth Roof**

DH still to organise sign forbidding access to unauthorized persons. D.Kyles (EMU) has been asked to get a quote for a flashing light in the BABS Animal House.

##### **k. CO<sub>2</sub> System in G01**

Works and Services has been requested for a quote to move the CO<sub>2</sub> system from the service duct in G01 into the lab itself. DH to update next meeting.

##### **l. Dangerous Goods Inventories**

No further action as yet. CM/DH to update next meeting.

##### **m. Headphones in Computer Labs**

Issue has been raised with S.Laffan and is to be discussed at the next meeting of the IT Committee. RF to find out how other schools handle this issue.

**n. Room Temperatures**

Many staff members are now monitoring room temperatures.

**o. Room 439B Certification**

Room certification is being suspended. GMO is to be disposed of and all working surfaces cleaned. DH to update next meeting.

**p. Corridor Outside First Year Labs**

No trip hazard as yet due to students sitting in corridor. CM/DH to continue monitoring corridor.

**5. Hazard/Incident/Injury Reports**

**a. Student Sitting on Banister**

Zone staff say it is no problem. RF to raise issue at next Level 2 meeting.

**b. Damaged Gas Cylinder**

Verbal report received of a damaged gas cylinder being delivered. It was returned as soon as damage was discovered. DH to update next meeting.

**c. Uneven Road Surface near DG Store**

Verbal report received of uneven road surface outside DG Store causing a hazard for transport of gas cylinders. DH to update next meeting.

**d. Plant Room Noise in Room 601**

Student suffered headaches due to noise from plant room. Student's workstation relocated. More permanent solution being sort. DH to update next meeting.

**e. Door to Room 554**

Damage to door meant that it could not be opened from the inside. Door has been fixed.

**f. Overuse Syndrome**

Staff member suffering from Overuse Syndrome had workstation assessed and underwent physiotherapy.

**6. Updated Documents**

DH to send updated OHS documents to RF for incorporation on BEES OHS website.

**7. Level 2 OHSC Report**

Meeting held 23.2.05. Issues relevant to BEES are:

(i). Privacy/OHS issue re medical conditions affecting activities. Director of Studies should be approached.

(ii). Ovens should be in well ventilated areas. Workplace inspections should check that this information appears on SOPs.

(iii). Physics does ET&T on a five yearly basis. BEES testing is done on a yearly basis except for items that are not normally moved, e.g., computers.

(iv). Potable water should be available in labs so that staff and students can wash their hands.

(v). There is no protocol for visiting groups. As a courtesy, the HoS should be informed.

(vi). ET&T of student items. Suggestion that an ET&T centre for student items be set up on campus. RF to update next meeting.

(vii). Working from home. Such staff should have their workplace assessed, especially for outdoor work and workstation ergonomics.

**8. CLB Evacuation**

No custodians present or emergency procedures displayed during an emergency situation. CM to ask EMU for advice re this issue.

## **9. Other Issues**

### **a. Crutches**

There is no policy on students using crutches during lab classes. DH/RF to check with J.Wilson (BABS) on 18.3.05 re student in First Year Biology class to determine necessity of policy/guidelines.

### **b. GEOGSOC Barbeque**

This item is GEOGSOC property and is not a BEES OHS issue.

## **10. Date of Next Meeting**

Thursday, April 21st, at 9.00am in Room 608, subject to confirmation.

Meeting ended at 11.10am

Items requiring no further action: 3e(i), 3e(ii), 4d, 4e, 5e, 5f, 7(i)-(v), 7(vii), 9b.

Item requiring action at a later date: 4n.

Item 4a to become standing item 6.