

**Acronyms and initials used:**

AMB	Mike Beal
AV	Anton Vogels
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
LI	Lance Islip
OHS	Occupational Health and Safety
OHS & WCU	Occupational Health and Safety and Workers Compensation 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, AV, JW.

**1. Apologies**

LI, EM, PA

**2. Minutes of the Previous Meeting**

Confirmed

**3. BSS Issues**

- |   |                                       |
|---|---------------------------------------|
| <b>a. Staff</b>   | Petition sent to Faculty General      |
| Manager re adequate replacement for AV when he is on leave or RDO. Physics Store Manager to replace AV from 9am to 1pm on days when AV is absent. |                                       |
| <b>b. Uveto</b>   | DH still to inform BEES staff and     |
| students of Uveto products are now in store.  |                                       |
| <b>c. CMBB Deliveries</b>   | AV to send specific direction to CMBB |
| to pick up deliveries by 1pm on Fridays at the latest.  |                                       |
| <b>d. Other Issues</b>  | Nil.                                  |

**4. Business Arising from the Minutes**

- |   |  |
|---|--|
| <b>a. OHSC Safety Inspection Schedule</b>   | DH to send April schedule by April 2 <sup>nd</sup> . |
| <b>b. Medications in First Aid Kits</b>   | Order is about to be sent.                           |
| <b>c. Regulator Testing</b>   | RF presented list of regulators. RF to               |
| check if McMurtrie lab still has a regulator. RF/JW to check status of all BEES regulators. |  |
| <b>d. Acid Spill</b>  | Due to absence of D.Cohen, RF/CM still               |
| to check that gloves were bought.   |  |

- e. ET&T Cowan** DH still to check with S.Griffith re earth leakage problem. Dryness of soil at the time was thought to be the cause. RF to check with R.Brooks re electrical safety of guppy tanks.
- f. Fire Blankets in Tearooms** Still to be investigated. JW/DH to update next meeting.
- g. Firearms Storage** DH/AMB still to investigate possibility of D.Page being responsible for firearms storage in school. Suitable location to be identified. Dart gun to return from Fowlers Gap soon.
- h. Gas Leak** Installation of gas control devices more of a problem than first thought. DH to update.
- i. Room 447** Hazard report re microbiological contamination still to be submitted. DH to follow up.
- j. Biowaste System** All biowaste now to be incinerated, meaning that the previously proposed system will not now come into effect. RF to follow up details with Adam Janssen (OHS &WCU).
- k. Dive Incident** DH still to follow up.
- l. Samuels Incident** Due to a reported smell, Level 2 of Samuels was evacuated. The cause was a problem with the air-conditioning.
- m. Equipment in LG Corridor** Equipment has been removed.
- n. BEES Website** Update still to be done. RF to seek guidance from LI.
- o. Chemical Database** CM still to meet with M.Lavin (OHS&WCU). ChemAlert information is not necessarily up to date.
- p. Draft Inspection Checklists** New checklists are available on the UNSW OHS website. BEES to use checklists for now and determine if there are any deficiencies in the form.

## 5. Hazard/Incident/Injury Reports

- a. Bluebottle Sting** Staff member had allergic reaction when stung by bluebottle. In future to keep legs covered or keep out of the water when bluebottles are present.
- b. Cut from Scalpel Blade** Staff member received cut when he dropped a scalpel blade. In future to work over a bench at all times when using a scalpel.
- c. Ladder Collapse** Staff member at Smiths Lake Field station fell when a ladder collapsed. Ladder to be replaced. In future no use of ladders when working alone at Smiths Lake.
- d. Leak into Room G20** Report to be received from CM.

## 6. Emergency Evacuation System

- a. EWIS Upgrade** Email re progress sent yesterday. DH to continue to send updates to BEES.
- b. Evacuation Drill** In general drill went well. There was some congestion because of the stairwell closure. In the Biomed theatres there was no attempt to use the fire exits. Because staff and students tended to congregate on the lawn, CM has suggested Security have loud hailers for better crowd control. In Wallace Wurth there was a poor warden response.

## 7. Other Issues

Nil

**8. Date of Next Meeting**

Thursday, 19th April 2007, at 9.00am in Room 608. To be confirmed.

Meeting ended at 10.19am.

Items requiring no further action: 3a, 3d, 4l, 4m, 5a-c.