

Acronyms and initials used:

AMB	Mike Beal
AQIS	Australian Quarantine Inspection Service
BEES	School of Biological, Earth and Environmental Sciences
CM	Chris Myers
DC	David Cohen
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
OHS	Occupational Health and Safety
OHSC	Occupational Health and Safety Committee
OHSMS	Occupational Health and Safety Management System
PAT	Professional and Technical
RCD	Residual Current Device
RF	Rad Flossman
RM	Ray Merton
SIMS	Sydney Institute of Marine Science

Meeting began at 9.04am. Present: DH, RF, CM, RM, AMB, EM, DC. (RM represented DC at the start of the meeting).

1. Apologies

JW, LI

2. Minutes of the Previous Meeting

Confirmed

3. Business Arising from the Minutes

- | | |
|---|---|
| 3.1. OHSC Safety Inspection Schedule | DH to send April schedule by March 31. |
| 3.2. ET&T Cowan | RF to organise testing in the period 15-17 April. |
| 3.3. Firearms Storage | Nothing further to report. DH to update next meeting. |
| 3.4. BEES Website | Website has mostly been updated to conform with UNSW template. DH/RF to complete update by next meeting. |
| 3.5. SIMS Issues | DH to organise safety inspection of BEES areas in SIMS by next meeting. |
| 3.6 Tree at Smiths Lake FS | Still no reply from Facilities re tree lopping or removal, even though problem reported again. DH to update next meeting. |
| 3.7. Goodsell Emergency System | DH to provide names of any BEES volunteers to Emergency Services Manager by next meeting. |
| 3.8. Soap Dispensers in Labs | In absence of JW, issue held over to next meeting. |
| 3.9 Fire Evacuation Plans | Fire plans are now displayed at both Smiths Lake and Cowan field stations. |

3.10. OHS002 Forms at Smiths Lake	DH to ensure a number of
Incident/Injury report forms are taken to Smiths Lake Field station by May 14.	
3.11. Reptile Fieldwork on Cape York	Risk Assessment is being developed.
LI/DH to follow up before next field season.	
3.12. Tick Typhus	Staff member is not becoming sensitized to tick bites.
3.13. Boat Trailer Wheel Bearing	Decision re possible replacement of axle not yet made. DH to update next meeting.
3.14. Corrective Actions Register	Register is still under development. DH to update next meeting re progress.
3.15. Elections	Nominations have so far been received for the academic staff position, one of the general staff positions and the postgraduate student position. RF to organise any elections necessary by next meeting.
3.16. Fire Warden Training	School would have to pay for any refresher training for fire wardens. Such training is not as yet compulsory.
3.17. Constitution	Updated OHSC constitution now appears on the BEES OHS website.

4. Correspondence In and Out

Nil

5. Chairperson's Report

5.1. Report from Level 2 OHSC Meeting 27.2.08.

Issues relevant to BEES:

a. AQIS letter.	Still not finalised.
b. Representation on L2 Committee.	Centres and other units do not have formal representation on the L2 OHSC. Lance Islip to draft amendment to constitution.
c. Online courses.	Maybe one course will become a pilot online training course.
d. Phones.	Problem when Comms Unit has to cut off phones temporarily. Emergency management is based on phones being available 24/7. This will have to be resolved.
e. Plant.	Procedure and forms are currently being revised.
f. Anzac Parade.	There will be barriers placed across the median strip to limit crossing points between the main campus and the 895 bus stop.
g. RCD's.	Maximum life is 10 years. In most cases checking of RCD's is done by Facilites. M.Malone to check RCD's in all Science buildings.
h. Web updates.	There is a new link on the OHS website giving information re updated forms and procedures.
i. Internal audits.	The ten schools will be audited over a five-year cycle. Order to be decided by random selection.
j. Safety culture review.	Being carried out by Noel Arnold and Associates. Review will include setting up about 40 focus groups, consisting

of people not formally involved with safety. Heads of School will nominate members. Process expected to be completed in June/July.

k. Quarterly reports. To reach Lance Islip not later than one month after the conclusion of each quarter.

l. Fire fighting training. Refresher courses are currently only a recommendation and are not mandatory. Max. cost is \$75 per person. Schools have to pay. It might be possible to maximise attendance (= minimise cost per person) by co-ordinating training among all schools.

m. Next meeting. May 28.

6. Progress on OHSMS Implementation Plan

Corrective actions register under development (see Item 3.14 above).

7. Inspection, Testing and Monitoring Program

7.1. Workplace OHS Inspections Item 3.1 above to be considered at this point in the meeting in future. No inspection reports submitted since last meeting.

7.2. Electrical Testing and Tagging LM to report number of pieces of equipment tested each month.

7.3. OHS Audits No imminent audits.

8. OHS Training Program

DH to report each month.

9. First Aid, Emergency and Security

9.1 First Aid JW to report each month.

9.2. Emergency EWIS has been formally handed over. Information from Chief Warden to be passed on to BEES by DH. Evacuation drill scheduled for April 23. BEES visitor information cards are now out of date. Replacement of cards to be discussed at next meeting.

9.3. Security No issues.

10. Changes to Workplace

Following the elections next month, it is expected that OHS responsibilities among the OHSC members will change.

11. Hazard and Incidents Reports and Review

No reports received.

12. Corrective Actions Review and Update

See Item 3.14 above.

13. OHS Hazard and Risk Register Review and Update

DH to report on this issue each month.

14. New Business

14.1. Standing Order Fieldwork Notifications Request received that these not be renewed annually if work continues for longer than one year. Chairperson to raise issue at next Level 2 OHSC meeting.

15. Business Without Notice

15.1. Budget

All members to consider ways to spend the safety budget before the end of the year. Suggestions to next meeting.

16. Next Meeting

Thursday, May 1 at 9.30am in Room 608 Biological Sciences. To be confirmed.

17. Close of Meeting

Meeting closed 10.06am