

Acronyms and initials used:

AMB	Mike Beal
AV	Audio-visual
BABS	School of Biotechnology and Biomolecular Sciences
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
OHSMS	Occupational Health and Safety Management System
PG	Peter Greenaway
RF	Rad Flossman
SB	Shaun Barclay
SECO	Sector Emergency Control Officer

Meeting began at 9.05am.

Present: AMB, RF, CM, DH, PG

1. Apologies

JW

2. Minutes of the Previous Meeting

Confirmed

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

Since last OHSC meeting, DH has held discussions with L.Islip (BABS). By next meeting DH to send letter to Security, Risk Management Unit and Deputy Vice Chancellor re no SECO for this sector for almost two years.

b. AV Introduction to Safety

Should be ready for second session. DH to give update to next meeting.

c. BEES OHSMS/OHS Audit

Audit was conducted on April 15th. Report is being awaited. Thanks to CM for standing in for K.Voges. RF to give update to next meeting re progress of OHSMS.

d. Electrical Tagging and Testing Schedule

CM has been testing equipment in teaching labs. Schedule for other rooms not done yet. CM to organise draft schedule by next meeting. CM to investigate advanced training in June for those already trained. By next meeting DH to amend workplace

inspection checklists so that they include visual inspections of electrical equipment.

e. Herbarium Extractor G.Peacock (Campus Services) has said that automatic resetting of the timing system for the herbarium extractor is not possible. It must be manually reset after each power outage.

f. OHS Training for Academics There are approximately 12-15 staff who need to do the Risk Management Training for Supervisors course. The next course (1.5 days) is scheduled for 22/23 July. DH to enroll all possible participants by next meeting.

g. Bushfire Safety at Cowan DH to confer further with K.Horsell (Campus services). DH to give update to next meeting.

h. Firearms/Explosives No further progress on issues of licensing and storage. AMB to approach T.Dawson once more. If unsuccessful, AMB to draft letter from Head of School requesting this information before next meeting. By next meeting, RF to approach D.Palmer for information about his recent use of explosives.

i. Schedule of Safety Inspections Not done yet. DH to prepare schedule by next meeting.

j. Replacement for SB A.Kinsela is the only volunteer so far for the casual vacancy on the OHSC. DH to invite Andrew to the next committee meeting.

k. Possible Asbestos Problem at Cowan Damaged ceiling is to be repaired very soon.

l. Nuclear Waste in Applied Science I.Wainwright has found two containers of uranium oxide. RF has reported to Bob Armstrong (UNSW OHS unit). DH to check activity. RF to update next meeting re outcome.

m. Testing/Tagging Courses K.Richardson has suggested BEES organise own training. RF is waiting for information about courses from Technet.

n. First Aid Boxes Box in Room 450 still to be replaced. List of First aid Officers on boxes still to be updated. JW to do so by next meeting.

o. Safety Inductions for New Staff Inductions for S.Laffan and S.Bonser scheduled for April 17th and 24th respectively.

4. Hazard/Incident/Injury Reports

- a. Vacuum Implosion** Verbal report received. PG to organise written report by next meeting.
- b. P.Greenaway** Slipped on stairs due to accumulation of dust from building work. Mopping of stairs and passageways now carried out more regularly.
- c. Asbestos at Cowan** See item 3k above.
- d. Water in Power Points** Demolition work led to water entering power points in A. Ashford's lab. Problem now fixed.
- e. N.Hill** Injured knee while entering water before scuba dive. Reported to WorkCover. DH to give update to next meeting.
- f. S.Mooney** Received tick bites when he ran out of repellent during fieldwork. New supply bought.

5. Other Business

- a. Level 2 OHSC Report** RF report included WorkCover audit in June, Level 3 OHSC minutes to be sent to UNSW OHS unit and Science Executive Officer, contractors entering labs unannounced, policy re children on premises, Physics response to OHSMS and tagging/testing, gas cylinder accident in Chemical Sciences, and suggestions for spending Science OHS budget. Meeting also discussed whether there was a necessity for postgraduate students doing fieldwork to do compulsory training. This item will be discussed at the next BEES OHSC meeting.
- b. Risk Assessments** Assessments for fieldwork of V.Morrissey, E.Lee and S.Mooney were discussed. DH to seek more information from S.Mooney by next meeting.
- c. Signage for Teaching Labs** RF to ask UNSW OHS unit for appropriate signage for new teaching labs by next meeting. RF to remove signage referring to CM from Applied Science.
- d. Course Manuals** Auditor suggested that all BEES course manuals have a common OHS component. DH/CM to discuss this with P.Adam by next meeting.

5. Date of Next Meeting

Thursday, May 15th at 9.00am in Room 552C, Biological Sciences.

Meeting closed at 11.12am.