

**Acronyms and initials used:**

|       |  |
|-------|--|
| AK    | Andrew Kinsela   |
| AMB   | Mike Beal  |
| BEES  | School of Biological, Earth and Environmental Sciences |
| CM    | Chris Myers  |
| DH    | David Hair   |
| ET&T  | Electrical testing and tagging                         |
| EWIS  | Emergency Warning Information System                   |
| JW    | Joanne Wilde   |
| OHS   | Occupational health and safety                         |
| OHSC  | Occupational Health and Safety Committee               |
| OHSMS | Occupational Health and Safety Management System       |
| PPE   | Personal Protective Equipment                          |
| PS    | Peter Steinberg  |
| RF    | Rad Flossman   |
| RMU   | Risk Management Unit                                   |
| SAM   | School Advisory Meeting                                |

Meeting began at 9.34am.

Present: RF, CM, DH, PS, JW, AK, AMB

**1. Apologies**

Nil

**2. Minutes of the Previous Meeting**

Confirmed

**3. Business Arising from the Minutes****a. Emergency Evacuation System**

According to Facilities, moving the EWIS is now a low priority action. RMU wants a risk assessment done for this issue. RF has asked L.Islip to put this issue on the agenda of the next Faculty OHSC meeting. D.Kyles from RMU has had a familiarisation tour of the Biological Sciences Building. RMU has been asked to check whether audio control by EWIS has been restored on the 5<sup>th</sup> and 6<sup>th</sup> Floors. CM/RF to update next meeting.

**b. Electrical Testing and Tagging**

A course was held on April 5<sup>th</sup>. Four staff members from BEES attended. RF was thanked for his persistence in organising the course. CM to update testing schedule by next meeting.

**c. Firearms**

There is now a lock on the gun cabinet at Cowan. There has been no further information re the situation at Fowlers Gap. AMB to contact D.Croft and report to next meeting.

**d. OHSC Safety Inspection Schedule**

April schedule distributed. DH to send out May schedule by April 30<sup>th</sup>.

- e. Eyewash Station** Door stop has been installed.
- f. After Hours Work Policy** RF to remind D.Cohen to raise this issue at next Faculty Advisory Meeting. RF also to have this item discussed at the next Faculty OHSC meeting. RF to update next meeting.
- g. Risk Management for Supervisors** DH has asked those needing training for their course preferences. DH to enroll all of them on the next available course.
- h. OHSC Elections** Nominations have been received for all positions, except for the undergraduate student representative. RF to check that all nominees wish to stand. If necessary, RF to organise elections before next meeting.
- i. Locked Door – Sixth Floor** Door is no longer lockable.
- j. OHSMS Update** Sub-committee has met and discussed new layout of OHSMS on BEES website. Next meeting on April 27<sup>th</sup>. DH to update next meeting.
- k. Slip/Electrical hazard – 5<sup>th</sup> Floor** DH still to follow up. DH to report to next meeting.
- l. Eye Injury to Student** DH to find out if upgraded PPE have been bought for Sherwin lab.
- m. Risk Assessments for ET&T** Once all electrical items have been tested, supervisors will be asked to assess which items in areas under their control need annual testing and which items can be tested at longer intervals. CM/DH to co-ordinate assessments.
- n. Loading Dock** Not much left to clear. DH to organise removal of any old furniture or equipment. RF to monitor situation.
- o. Cardboard Compactor** RF has made L.Islip aware that this is a Zone responsibility.
- p. Fire hydrant near Boatshed** RF has made L.Islip aware that it is a Zone responsibility to mark off this area.
- q. Wearing of Appropriate PPE** DH has advised BEES staff and students via OHSC meeting minutes and SAM minutes of the necessity to wear appropriate PPE when undertaking hazardous tasks.
- r. Changes to Gas Cylinder Regulators** RF/DH have identified all regulators that need to be disposed of or replaced. By next meeting, DH to draft letter for PS advising all supervisors who use gas cylinders of the need to replace or dispose of all old regulators.
- s. Cost of OHS Compliance** Updated information re amount of time spent on OHS issues by committee members to be given to PS by next meeting. All staff members will eventually have to provide such an estimate.
- t. Work Experience Students** Still no reply re UNSW policy on work experience students (in relation to OHS). RF to have issue raised at next Faculty OHSC meeting. RF to update next meeting.
- u. Fire Blankets** Fire blankets are to be provided in research labs where there is a risk of fire. DH to set priorities and co-ordinate distribution.

**4. Hazard/Incident/Injury Reports**

**a. Faulty Switch in G01**  
to update next meeting.

Again reported to Zone. DH

**5. Other Business**

**a. Changes to Forms**

DH has drafted a new form to replace the current class, research and fieldwork risk assessment forms and has also drafted a revised Fieldwork Plan and Notification Form. DH to send copies to all OHSC members for comment by April 27<sup>th</sup>.

**6. Date of Next Meeting**

Next meeting will be held on Wednesday, 19.5.04, at 10am in Room 552C.

Meeting closed at 10.35am