

Acronyms and initials used:

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
CLB	Central Lecture Block
CM	Chris Myers
DG	Dangerous Goods
DH	David Hair
EMU	Emergency Management Unit
ET&T	Electrical Testing and Tagging
EWIS	Emergency Warning Information System
JW	Joanne Wilde
LI	Lance Islip
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 9.06am.

Present: AV, DH, JW, AMB, CM, LI, RF.

1. Apologies

PA

2. Minutes of the Previous Meeting

Confirmed

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

Letter still to be sent to BABS and BEES re confusion between the dock and the bay for deliveries. New map of delivery area sent to G.Peacock (Facilities) for distribution to contractors. AV to update next meeting.

b. Access to Loading Dock

Before sending works and services request to A.Watterson (Facilities) for erection of a sign, AV to confer with H.Moustacas (Security)

c. Delivery Manual Handling Problems

Cage capable of being attached to hoist should solve problem. AV to update next meeting.

d. Store Line Management

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

e. Other Issues

- (i). Students waiting for labs to open have begun blocking the corridor outside the BSS again. It is proposed that movement of hazardous goods from the BSS will be banned immediately before classes. AV to update next meeting.

4. Business Arising from the Minutes

a. Firearms

Old dart gun has been destroyed. Dawson air rifle has been transferred from BEES gun locker. AMB gathering all correspondence re errors in firearm registrations to send to D.Croft. AMB to update next meeting.

b. OHSC Safety Inspection Schedule

April schedule distributed. DH to distribute May schedule by April 29th.

c. Wearing of PPE in Research Labs/Room 401

Subcommittee presented draft policy. DH to see PA about policy before next SAM on April 27th.

d. Safety Card

Cards have been distributed to BEES staff members. Medical Sciences are developing a similar card.

e. After Hours Emergency Contacts

CM has received from EMU a list of BEES and BABS contacts. Much of it is out-of-date. CM to report errors to EMU by next meeting.

f. Leak from BABS Autoclave

Pipes have been redirected and the nearby floor sealed. Problem should be solved.

g. Access to Wallace Wurth Roof

Sign re restricted access has been ordered. DH to erect it opposite door from Biological Sciences.

h. CO₂ System in G01

Quote to move the CO₂ system from the service duct in G01 into the lab itself has been received. W.Sherwin has confirmed that use of system is necessary. DH to see PA re funding source for work.

i. Dangerous Goods Inventories

UNSW submission made to WorkCover. According to M.Lavin (RMU), database should be operational in about three weeks. CM/DH to update next meeting.

j. Headphones in Computer Labs

Other schools contacted do not seem to have a policy for cleaning headphones used by students. Macquarie Univ. requires students to provide their own headphones. A.Janssen (RMU) has advised that a policy is necessary. Issue is to be discussed at the next meeting of the IT Committee. RF to update next meeting.

k. Room 439B Certification

Room certification has been suspended for six months. If it becomes necessary, cancellation of certification will be much simpler.

l. Corridor Outside First Year Labs

See Item 3e(i) above.

m. Updated Documents

Amended OHS documents are now on the BEES website.

n. ET&T of Student Items

Nothing further as yet. RF to update next meeting.

o. CLB Evacuation

During working hours, D.Kyles (EMU) is SECO for CLB and similar upper campus teaching areas. After hours Security shift manager is SECO. It is proposed that signs re emergency procedures will be erected and information given to students. CM to advise D.Kyles that BEES OHSC considers that information for teaching staff should be available at lecterns. CM to update next meeting.

p. Crutches

J.Wilson (BABS) has advised that there was no problem in the First Year lab for the student using crutches.

5. Hazard/Incident/Injury Reports

a. Leak into G27

Happened again on 23.3.05. See 4f above.

b. Ozone Tube

Electrical problem with power source to ozone tube in Aquarium Room. Fixed by Workshop.

c. Uneven Road Surface near DG Store

Uneven road surface outside DG Store causing a hazard for transport of gas cylinders. DH to investigate use of hoist. DH to report to next meeting.

d. Damaged Gas Cylinder

Cylinder returned as soon as damage discovered. BEES OHSC commends C.Holleley for her vigilance.

6. Emergency Evacuation System

CM reported that:

- i. Nothing further has occurred re the upgrade of the EWIS.
- ii. Still no quote for installation of flashing lights in the BABS Animal House on the roof of Wallace Wurth.
- iii. Building E25 is part of the Samuels evacuation zone.
- iv. On 15/4/05 there was an undisclosed threat re animal welfare to Wallace Wurth. Reported to police.
- v. There will be a drill in late May, a dry run.

7. Safety Equipment for Work near Roads

Reflective vests and witches' hats have been purchased for use in undergraduate class fieldwork. Academic staff members have been informed. DH to produce SOP for the use of the witches' hats. DH to investigate purchase of signs warning of work near roads.

8. Other Issues

a. Ducting from Museum of Human Disease

Ducting above Glasshouse probably complies with the relevant Australian Standard. Facilities will provide official advice. DH to update next meeting.

b. ET&T in G01

BABS contractor tested some BEES equipment In G01 and removed tags. DH to investigate and report to next meeting.

9. Date of Next Meeting

Thursday, May 19th, at 9.00am in Room 608, subject to confirmation.

Meeting ended at 10.36am

Items requiring no further action: 4d, 4f, 4k-m, 4p, 5a, 5b, 5d.