

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
CM	Chris Myers
DFAT	Department of Foreign Affairs and Trade
DG	Dangerous Goods
DH	David Hair
EM	Emily Miller
EMU	Emergency Management Unit
ET&T	Electrical Testing and Tagging
EWIS	Emergency Warning Information System
JW	Joanne Wilde
LG	Lower Ground
LI	Lance Islip
OHSC	Occupational Health and Safety Committee
PA	Paul Adam
PPE	Personal Protective Equipment
RA	Risk Assessment
RF	Rad Flossman
RMU	Risk management Unit
UNSW	University of New South Wales

Meeting began at 9.02am. Present: DH, PA, AMB, RF, CM, AV, EM, JW, LI.

1. Apologies

Nil

2. Minutes of the Previous Meeting

Confirmed

3. BSS Issues

- | | |
|---|---------------------------------|
| a. Use of Store as Passageway
so this issue should not present a problem in future. | LI now liaising with Facilities |
| b. Corrosive Cabinet in Fuel Store
cabinet could be kept in Flammables Store if it was at least three metres from flammables. Cabinet to remain where it is in G29. | LI advised that corrosives |
| c. Flood Damage
minor leaks but no damage was noted. | AV reported that there were |
| d. Backup Key
Student Office safe. DH to learn the safe combination. | Spare key is kept in BEES |
| e. Sprinkler System
system in Link Wing had been in operation at all times since being repaired after the flood. | DH confirmed that sprinkler |
| f. Other Issues | |
| (i) Large Delivery
up. | AV not informed. DH to follow |

(ii) Labcoats Labcoats to be picked up by contractor on Wednesdays and returned on the following Wednesday. In future RF to deliver them from the BSS to the BEES Student Office.

4. Business Arising from the Minutes

- a. Firearms** Gun registry to provide options re registration of different types of firearms in BEES. AMB to update next meeting. C.Herbert to be transferred from Macquarie University permit to P.Banks permit. DH to send copy of request to AMB.
- b. OHSC Safety Inspection Schedule** DH to send May schedule by May 1st.
- c. Compliance in Wearing of PPE** There are still problems, especially in BIOS1201 classes. CM/DH to continue monitoring compliance. DH to raise issue with J.Wilson and E.Hegedus (BABS). RF to put this issue on the agenda of the next Level 2 meeting.
- d. ET&T of Student Items** Trial proposed for Engineering. RF to update next meeting.
- e. Medications in First Aid Kits** JW to report to next meeting.
- f. Emergency Evacuations from Lecture Theatres** No action has been taken. LI and CM to raise issue again with EMU. LI to find out if issue can be raised at next Level 1 meeting.
- g. Safety Products Trial** Trial of repellants held at Smiths Lake in April. Seemed to work well.
- h. Knee Injury** Staff member undergoing physiotherapy. Appears to be recovering well.
- i. Common Area Supervisors** Only Samuels LG04 (used by BABS) does not have a nominated supervisor. DH to discuss issue with E.Hegedus.
- j. Elections** No further nominations have been received. Current OHSC members will be re-elected at next meeting.
- k. Access to Wallace Wurth LG** Access to Wallace Wurth LG has been organised for Mon.-Fri. 9am to 5pm for all those who requested it. DH to arrange for wider access for JW.

5. Hazard/Incident/Injury Reports

- a. Broken Reverse Osmosis Water Tap** Caused flood in G23. Security were hard to contact. Security followed up re slow response. DH to ensure that inspection checklist includes reference to electrical items not being stored on floors.
- b. Congo Red Spill** Verbal report received of a spill in a BIOS1201 class. DH to follow up with J.Wilson.
- c. Inappropriate Transport** Verbal report of equipment stacked precariously on a trolley in a lift. JW to provide incident report before next meeting.

6. Emergency Evacuation System

- a. EWIS Upgrade** Project has been slowed by funding difficulties. Appropriate location for EWIS still to be finally decided.
- b. Contractors Propping Fire Doors Open** Practice has continued. CM forcefully advised contractors that Fire Brigade would be informed on future occasions.

7. Other Issues

a. Pressure Vessels LI to find out procedure for testing of Scholander pressure bombs. LI also to find out of CO₂ in G01 and 449 require certification. LI/RF/DH to find out procedure for servicing of regulators.

b. DG Inventory UNSW system will start soon. Risk assessments will be needed for DG storage. LI to check if RMU will provide draft risk assessments. CM to check draft inventory.

c. Floor Warden 4th Floor Only one floor warden for Biological Sciences is based on the 4th Floor. LI to check what guidelines are available for appointing floor wardens.

d. Neutron Moisture Probe DH to find out if M.Adams will be using such probes. DH also to find out the safety procedures that will be in place.

e. RA's for Overseas Travel DH to see L.Mazzaroli about a possible change to the BEES travel forms to ensure DFAT travel advisories are consulted. LI to check procedures used by other schools and faculties.

f. RMU Restructure LI advised that RMU would be restructured in the near future.

8. Date of Next Meeting

Thursday, May 25th, at 9am in Room 608.

Meeting ended at 10.40am.

Items requiring no further action: 3a-c, 3e, 3f(ii), 4g, 4h, 7f.