

**Acronyms and initials used:**

AMB	Mike Beal
AV	Anton Vogels
BEES	School of Biological, Earth and Environmental Sciences
BSS	Biological Sciences Store
CM	Chris Myers
DH	David Hair
EM	Emily Miller
ET&T	Electrical Testing and Tagging
EWIS	Emergency Warning Information System
JW	Joanne Wilde
LI	Lance Islip
OHS	Occupational Health and Safety
OHS & WCU	Occupational Health and Safety and Workers Compensation Unit
OHSC	Occupational Health and Safety Committee
PA	Paul Adam
PPE	Personal Protective Equipment
RA	Risk Assessment
RF	Rad Flossman
SECO	Sector Emergency Control Officer
SOP	Standard Operating Procedure

Meeting began at 9.05am. Present: DH, RF, AMB, CM, PA, JW.

**1. Apologies**

EM

**2. Minutes of the Previous Meeting**

Confirmed

**3. BSS Issues**

In absence of AV, these were held over until next meeting.

**4. Business Arising from the Minutes****a. OHSC Safety Inspection Schedule**

DH to send May schedule by May 1st.

**b. Medications in First Aid Kits**

Have been ordered but have not arrived

yet.

**c. Regulator Testing**

RF/JW still to check status of all BEES

regulators.

**d. Acid Spill**

Gloves bought but are not appropriate

for the purpose. DH/CM to see D.Cohen re risk assessments and safety training for aqua regia work.

**e. ET&T Cowan**

S.Griffith to inform new Cowan

Director of earth leakage problem. Earth leakage to be tested again in June/July.

Decision soon on whether the air or water will be heated in the guppy research area. RF to update next meeting.

**f. Fire Blankets in Tearooms**

JW to ask workshop to mount a fire

blanket in Room 457. DH to check if there's an isolation switch for the stove in that room.

- g. Firearms Storage** D.Pagé to check if his licence needs updating. DH/AMB to meet with D.Pagé re storage issues. Dart gun still to return from Fowlers Gap.
- h. Gas Leak** Issue being investigated by Facilities. DH to update.
- i. Room 447** Hazard report re microbiological contamination still to be submitted. RF to follow up.
- j. Biowaste System** New procedures have been emailed to BEES. Stericorp is the new waste contractor.
- k. Dive Incident** Problem was not related to diving. In future an incident form is to be submitted for all such incidents.
- l. BEES Website** RF/DH met with LI. RF drafting updated website.
- m. Chemical Database** Will be restricted to Dangerous Goods. Lab managers will provide information to CM as SECO and he will pass this to OHS&WCU. Workplace inspections are to include checks on chemical inventories, in particular.
- n. Draft Inspection Checklists** Checklists will continue to be used. Suggestions re changes have been given to LI.
- o. Leak into G20** Incident report recommended that plumbing be inspected and that silt traps be cleaned during regular maintenance of building. DH to follow up. If leak happens again, class should be suspended until cause is known. DH to inform BEES.

## 5. Hazard/Incident/Injury Reports

- a. Malaria** Student contracted malaria while on fieldwork in New Guinea. Project OHS protocols to continue to be followed.
- b. Pressure Vessel Injury** Staff member received facial injuries when a pressure vessel was improperly used. RA, SOP updated. Type of pressure vessel changed. Appropriate PPE to be used.
- c. Scratch to Face by Wallaby** Staff member received face injury from wallaby at Cowan. Handling procedure modified.
- d. Tendonitis** Student suffered tendonitis due to pipetting. Advised to use electronic pipette and to modify pipetting technique. DH to follow up.
- e. Fall from Tree** Student injured when he fell from a tree. Climbing safety procedure modified.

## 6. Emergency Evacuation System

- a. EWIS Upgrade** Regular emails re progress sent. There will be a black light system installed on the entrances between Wallace Wurth and Biological Sciences to inform building occupants when half-zone evacuations are happening. To ensure all asbestos in the electrical distribution boards is totally clear, there will be a zone electrical shutdown some time in July.
- b. EWIS Handover** Before handover, there will be formal testing of the new system, probably including a trial evacuation.

## 7. Risk Assessments for Individual Chemicals

In ChemAlert, under *Reports*, there is a section called *RA Product Assessment*. DH to advise BEES staff and students to consider using this material when doing risk assessments for procedures.

**8. Other Issues**

Nil

**9. Date of Next Meeting**

Thursday, 24th May 2007, at 9.00am in Room 608. To be confirmed.

Meeting ended at 10.20am.

Items requiring no further action: 4j, 4k, 4m, 4n, 5a-c, 5e.