

Acronyms and initials used:

AK	Andrew Kinsela
AMB	Mike Beal
AV	Audio-visual
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
PCB	Polychlorinated Biphenyl
PG	Peter Greenaway
RF	Rad Flossman
SB	Shaun Barclay
SECO	Sector Emergency Control Officer

Meeting began at 9.11am.

Present: AMB, RF, CM, DH, PG, JW

1. Apologies

AK

2. Minutes of the Previous Meeting

Confirmed

3. Business Arising from the Minutes

a. SECO

drafted. To be sent by DH by 23.5.03.

Letter re lack of SECO

b. AV Introduction to Safety

DH to update next meeting.

D.Perdriau nearly finished.

c. BEES OHSMS/OHS Audit

members are invited on draft OHSMS to be placed on Bees website.

Report from internal audit still not received. By 23.5.03 PG to find out when it will be available.

BEES will undergo WorkCover audit on June 18. Elements audited will be OHS Training, Management Responsibility, Inspection and Testing, and Audits. There will be a meeting soon with UNSW OHS unit to determine what needs to be done.

DH to draft a list of OHS responsibilities for each duty level and to list staff currently in each level. DH to produce draft OHS policy by modifying UNSW OHS policy. DH to modify volunteer forms so that they make it clear that a

Comments from OHSC

safety induction is necessary for volunteers. In future, a copy of each volunteer form is to be lodged with the BEES Safety Officer. DH to inform M.O'Sullivan. For induction verification purposes, DH to ask M.Buck for list of all new students and M.O'Sullivan for a list of all new staff in BEES. DH to document this process in the draft OHSMS. DH to produce draft auditing schedule. All actions to be done as soon as possible.

Note that induction of casual teachers is the responsibility of course coordinators. Note also that BEES internal audits will be done at the level of individual supervisors.

Meetings of BEES OHSC representatives re the WorkCover audit will be held as necessary.

d. Electrical Tagging and Testing Schedule CM has replied to the request from UNSW OHS Unit re BEES status re electrical tagging and testing. Currently more than 200 items have been tested. Priority order for testing is student contact material, other teaching material, and research material. CM/JW to produce draft testing schedule by 30.5.03. By next meeting CM to ask BEES staff for estimate of amount of equipment to be tested.

e. OHS Training for Academics DH still to organise enrolment of supervisors needing this training. To do so by next meeting.

f. Bushfire Safety at Cowan Repairs are continuing at Cowan. DH to continue liaising with Facilities re bushfire safety.

g. Firearms/Explosives By next meeting PG to send written request to T.Dawson re BEES firearms and firearm licenses. Use of explosives by D.Palmer was discussed. By next meeting DH to ask D.Palmer to provide container license number when further use of explosives is planned.

h. Schedule of Safety Inspections DH to provide draft schedule of verification inspections by 7.6.03.

i. Replacement for SB New student rep on OHSC is Andrew Kinsela. His committee training is scheduled for June/July.

j. Nuclear Waste in Applied Science Found to be of very low activity. RF to dispose of this waste by next meeting. RF to check if waste PCBs have been disposed of.

k. Tagging/Testing Courses Technet is investigating provision of training course. RF to update next meeting. Advanced training on June 2 for those already trained.

l. First Aid Boxes List of first aid personnel has been updated. JW to distribute list to all boxes by mid June. By next meeting JW to investigate whether box in Room 450, Biol. Sciences has been refilled.

m. Safety Inductions for New Staff Inductions done for S.Laffan and S.Bonser.

n. Vacuum Implosion PG to ensure S.Linton provides incident report as soon as Stuart returns from overseas. A heavier duty enclosed flask is now used.

o. N.Hill Injury DH to update next meeting.

p. S.Mooney Risk Assessment DH still to follow up. To provide update to next meeting.

q. Signage for Teaching Labs Signage has arrived. CM to distribute to teaching areas before start of second session.

r. Course Manuals Safety information in course manuals will be discussed at the next school advisory meeting. CM to update next meeting.

4. Hazard/Incident/Injury Reports

a. R. Brander Back injury in Maldives while loading equipment. DH to update next meeting.

b. D.Palmer Back injury due to lack of lumbar support in Hilux. Personal lumbar support to be bought if it is necessary to use the Hiluxes.

c. Fire in Room 551, Biol. Sciences Minor fire thought to have resulted from buildup of combustible material in the room. Room to be cleaned regularly by cleaning staff.

d. J.Smith Acid burns. DH to investigate and update next meeting.

5. Compulory Fieldwork Training for Postgrads

Issue was discussed. It was thought that there was no need for compulsory training for all postgrads. The risk assessment should identify training needs for individual cases. RF to report this outcome to the next Level 2 meeting.

6. Other Business

a. Signage for Research Labs CM to follow this issue up after provision of signage in teaching areas is completed.

b. ChemAlert

DH to follow up complaints about access to ChemAlert and report to next meeting.

7. Date of Next Meeting

Thursday, June 12th at 9.00am in Room 552C, Biol. Sciences.

Meeting closed 11.20am.