

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
CMBB	Centre for Marine Biofouling and Bio-Innovation
CT	Constant Temperature
DH	David Hair
EMU	Emergency Management Unit
ET&T	Electrical Testing and Tagging
IT	Information Technology
JW	Joanne Wilde
OHS	Occupational Health and Safety.
OHSC	Occupational Health and Safety Committee
OHSMS	Occupational Health and Safety Management System
PA	Paul Adam
PPE	Personal Protective Equipment
RF	Rad Flossman
RMU	Risk Management Unit
RTA	Roads and Traffic Authority
SOP	Standard Operating Procedure

Meeting began at 9.06am.

Present: AV, DH, JW, CM, AK, RF, PA.

1. Apologies

Nil

2. Minutes of the Previous Meeting

Confirmed

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

Following sending of map and letter to G.Peacock (Facilities), deliveries are being made to the correct areas.

b. Access to Loading Dock

Works and services request to be sent to A.Watterson (Facilities) for erection of a sign. AV/DH to determine wording of request.

c. Delivery Manual Handling Problems

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

d. Store Line Management

AV to meet with S.Rees (Faculty Business Manager) on 20.5.05 re this issue.

e. Students Blocking Corridor

There will be no service from the BSS at the times that students assemble before classes in Rooms G20 and G21. DH/AV to determine wording of email to BSS users.

f. Other Issues

(i). Small first aid kits are now available.

(ii) Storage racks will be given to all those who purchase boxes of disposable gloves (until stocks are used up).

4. Business Arising from the Minutes

a. Firearms

Problem of licencee at Fowlers Gap still remains. PA/AMB to update next meeting.

b. OHSC Safety Inspection Schedule

May schedule distributed. DH to distribute June schedule by May 31st.

c. Wearing of PPE in Research Labs/Room 401

Policy distributed to BEES staff and students. Compliance remains a problem. PA to remind staff and students of necessity to comply with policy. DH/CM to visit classes to monitor compliance.

d. After Hours Emergency Contacts

CM has not had a reply from EMU re out-of-date information. CM to update next meeting.

e. Access to Wallace Wurth Roof

Sign re restricted access has been erected on the BEES Animal House. DH to place an additional sign on the door from Biological Sciences.

f. CO₂ System in G01

Installation of the CO₂ system in G01 is almost complete. DH to update next meeting.

g. Dangerous Goods Inventories

UNSW database still not operational. CM/DH to update next meeting.

h. Headphones in Computer Labs

BEES IT committee will abide by OHSC decision on this issue. RF tabled the ACTU headset safety resource kit and a risk assessment. PA to write to the Chief Information Officer re making it UNSW policy for students to provide their own headphones, and for these to be available at Union outlets. RF to raise issue at next Level 2 OHSC meeting.

i. ET&T of Student Items

Nothing further as yet. RF to update next meeting.

j. CLB Evacuation

CM to advise EMU that emergency evacuation information should appear on lecterns.

k. Cylinder Store Hoist

Hoist is operational. Several staff members and students have been inducted in its use. Bigger wheels are to be fitted to the Sherwin lab cylinder trolley. The road outside the cylinder store is to be repaired.

l. Work near Roads

DH still to produce SOP for setting out warning cones. Appropriate signs are being sought. SOP to be mounted on back of sign. DH to see M.de Mol about triangles for use in warning traffic of pedestrians near road.

m. Ducting from Museum of Human Disease

Report from independent consultant has not yet been received by Facilities. DH to update next meeting.

n. BABS ET&T of BEES Equipment

CM has been given all information in BABS' possession.

5. Hazard/Incident/Injury Reports

a. Car Accident

Vehicle of student involved in minor accident during field excursion at Cowan. Obscured sign warning of concealed driveway may have contributed to accident. RTA to be informed of damaged sign.

b. Acid Burn

Student suffered minor burns when drops of acid spilled onto her arm. Was not wearing lab coat. Mandatory PPE to be worn at all times.

c. Hail Storm

Three students suffered minor injuries when caught in a sudden hail storm. In future, participants to leave area sooner at the approach of severe weather.

d. Ross River Disease

Verbal report received of staff member contracting Ross River Disease at Smiths Lake field station. DH to update next meeting.

6. Emergency Evacuation System

CM reported that a practice evacuation was held on 11.5.05. The buildings were clear in 15 minutes. The public address system was not used because of problems found during the false alarms of the preceding week. Room G23 and all CT rooms do not have speakers. CM to report this to EMU, with a suggestion that flashing lights be installed outside CT rooms to indicate when they are occupied. More wardens recruited for the ground floor of Biological Sciences led to better security of entrances.

7. CMBB and BEES OHSMS

PA to write to P.Steinberg seeking clarification of the relationship between BEES and CMBB re management of OHS.

8. Other Issues

a. Students Driving to Field Trips in Private vehicles

PA to ask H.Rosenthal (RMU) for clarification re responsibility for OHS when students

travel to field excursions in private vehicles.

b. Social Activities on Field Trips

Supervisors of field excursions are reminded that there are OHS implications arising from after-hours social activity.

9. Date of Next Meeting

Thursday, June 23rd, at 9.00am in Room 608, subject to confirmation.

Meeting ended at 10.41am

Items requiring no further action: 3a, 3f, 4n, 5a-c, 8b.