

Acronyms and initials used:

AMB	Mike Beal
ANU	Australian National University
AV	Anton Vogels
BABS	School of Biotechnology and Biomolecular Sciences
BEES	School of Biological, Earth and Environmental Sciences
BSS	Biological Sciences Store
CATS	Centrally-allocated Teaching Space
COFA	College of Fine Arts
CRC	Cooperative Research Centre
CM	Chris Myers
DFAT	Department of Foreign Affairs and Trade
DG	Dangerous Goods
DH	David Hair
DVC	Deputy Vice Chancellor
EM	Emily Miller
EMU	Emergency Management Unit
EPA	Environment Protection Authority
ET&T	Electrical Testing and Tagging
JW	Joanne Wilde
LG	Lower Ground
LI	Lance Islip
OHS	Occupational Health and Safety
OHSC	Occupational Health and Safety Committee
PA	Paul Adam
PPE	Personal Protective Equipment
RA	Risk Assessment
RF	Rad Flossman
RMU	Risk management Unit

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

1. Apologies

EM, LI

2. Minutes of the Previous Meeting

Confirmed

3. Elections

There being only as many nominations as there were positions to be filled, there was no need for an election. The composition of the OHSC therefore remains unchanged:

Head of School	Assoc. Prof. Paul Adam
Academic Staff Representative	Assoc. Prof. Mike Beal
General Staff Representatives	Joanne Wilde, Rad Flossman
Post Graduate Student Representative	Emily Miller
Appointed Members	Chris Myers, David Hair.
BSS Manager	Anton Vogels

Rad Flossman was re-elected Chairperson.

4. BSS Issues

- a. Backup Key** DH now has access to the spare BSS key.
- b. Large Delivery** Storage problem that arose from an unexpected delivery was due to a misunderstanding. It is not expected to occur again.
- c. Other Issues**
- (i) Large Deliveries** Lack of advance warning is apparently a problem with BABS. AV to discuss issue with E.Hegedus (BABS).
- (ii) Labcoats** RF to inform BEES staff and students that a box will be placed in G23 for collection of labcoats. RF to take soiled labcoats to BSS on Tuesdays for pickup and to return clean labcoats to G23 on Thursdays. (Note that labcoats placed in G23 on the Tuesday of one week will be returned clean on the Thursday of the following week.)

5. Business Arising from the Minutes

- a. Firearms** AMB presented updated details of registrations and licences for all firearms held in the school. AMB to inform OHSC when T.Dawson permits are renewed. DH to organise relocation of tranquilliser gun from Fowlers Gap to Cowan.
- b. OHSC Safety Inspection Schedule** DH to send June schedule by May 31st.
- c. Compliance in Wearing of PPE** There are still problems, especially in BIOS1201 classes. CM/DH to continue monitoring compliance. DH has raised issue with J.Wilson and E.Hegedus (BABS). RF reported that Level 2 OHSC suggested strongly that demonstrators fulfill their responsibilities in this area. DH to update next meeting.
- d. ET&T of Student Items** Student bodies do not appear to be interested in this. See Level 2 Report below.
- e. Medications in First Aid Kits** JW to report to next meeting.
- f. Emergency Evacuations from Lecture Theatres** EMU says this is a Facilities problem. LI to meet with P.Dickenson (CATS). CM to draft a letter re this issue for PA to send to DVC. DH to remind BEES academic staff members that guest lecturers should be given a BEES Safety Card.
- g. Common Area Supervisors** OHS issues in Samuels LG04 (used by BABS) to be the responsibility of J.Welch (BABS).
- h. Access to Wallace Wurth LG** Still apparently a problem. DH to report to next meeting.
- i. Amended Checklist** Still to be done. Will be incorporated in continuing update of all BEES OHS documents by DH/RF.
- j. Congo Red Spill** Still waiting on reply from J.Wilson (BABS). DH to update next meeting.
- k. Inappropriate Transport** JW still to do incident report.
- l. Pressure Vessel Testing** According to relevant standard, no registration is needed for Scholander pressure bombs as long as proper engineering practices are used in their refurbishment. LI still to confirm that regulators need to be tested every five years.
- m. DG Inventory** RMU website will include information re preparation of risk assessments for storage of Dangerous Goods. CM reported that the inventory will satisfy requirements of emergency services.

- n. Floor Warden Appointments** There are no guidelines for appointing floor wardens. It is an entirely voluntary process.
- o. Moisture Probe** All issues related to use of moisture probes by the Bushfire CRC will be the responsibility of ANU. The old Botany moisture probe has been registered as per EPA regulations. The probe that supposedly belonged to the former Geography school will probably become a Faculty responsibility.
- p. RA's for Overseas Travel** In future a copy of the summary of the DFAT travel advisories is to be attached to the travel form. DH to inform school members.

6. Hazard/Incident/Injury Reports

- a. Tick Bite** Following allergic reaction to bite, the relevant risk assessment has been amended. An epipen is to be carried and colleagues are to be trained in its use.

7. Emergency Evacuation System

- a. Samuels Evacuation** Samuels Building was not sealed off from the Biological Sciences Building during a whole-building evacuation in early May. CM to draft letter for PA to send to DVC and to forward incident report to RMU re this ongoing issue.

8. Report from Level 2 Meeting

RF presented a summary of the meeting held on 24.5.06. Issues of relevance to BEES are:

- a. ET&T of Student Items** COFA do this for equipment that is considered to be used for a course, e.g., laptops. This is the only reason that would justify the expense of ET&T for student items.
- b. Risk Rating System** Modified system now approved and online. A Corporate Risk Rating System now being developed.
- c. Corrective Actions** School OHSC's to ensure that corrective actions arising from incidents are being undertaken.
- d. Contractor Issues** LI to meet with G.Peacock and G.Mulligan (Facilities) to discuss communication, contractor induction and work procedure issues.
- e. OHS Programs and Training Plans** All school OHS documentation should be continually updated. A current training schedule should be on the school website. A Plant Program/Policy is coming soon.
- f. Science Audit** Faculty to be audited by RMU. Mechanisms not yet decided.
- g. Training Fees** OHS training to attract a per person fee.
- h. OHS Research Toolkit** Now on RMU website. Researchers should make use of it.
- i. Personal Injury Costs** Over the period from 1998 until now BEES (including Geography/Geology) has the worst record in the Faculty.
- j. PPE in Classes** Committee members indicated that a hard line should be taken re wearing of correct PPE in classes.
- k. Strategic Framework** Has been endorsed by the Vice Chancellor. The Operational Plan, outlining goals and performance indicators required to implement the Strategic Framework, is to be discussed by school OHSC's.

9. Other Issues

a. Radiation Procedures Ionising Radiation Policy and Procedure are being updated. Responsibilities of Heads of School, Laboratory Supervisors and Radiation Safety Supervisors in particular are being clarified.

b. Green Audit Audit of three BEES labs was carried out on 24.5.06. Mostly concerned issues to do with storage of hazardous substances and with waste disposal. No results as yet. DH to update next meeting.

c. Cowan Field Station Workplace inspection and ET&T to be carried out between sessions. DH to organise these.

10. Date of Next Meeting

Thursday, June 22nd, at 9am in Room 608.

Meeting ended at 10.55am.

Items requiring no further action: 4a, 4b, 4c(ii), 5d, 5g, 5m-o, 6a, 8a-k, 9a.