

Acronyms and initials used:

BEES	School of Biological, Earth and Environmental Sciences
CM	Chris Myers
DC	David Cohen
DECC	Department of Environment and Climate Change
DH	David Hair
ET&T	Electrical Testing and Tagging
FS	Field Station
JW	Joanne Wilde
LI	Lance Islip
OHS	Occupational Health and Safety
OHSC	Occupational Health and Safety Committee
OHSMS	Occupational Health and Safety Management System
RA	Rosa Ascencio
RF	Rad Flossman
RM	Ray Merton
SIMS	Sydney Institute of Marine Science
UNSW	University of New South Wales

Meeting began at 9.35am. Present: DH, RF, CM, LI, RA

1. Apologies

JW, DC

2. Minutes of the Previous Meeting

Confirmed

3. Action Items and Matters Arising from the Previous Minutes

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| 3.1. OHSC Safety Inspection Schedule | Transferred to Item 7.1. |
| 3.2. ET&T Cowan
meeting | RF to organise testing before next |
| 3.3. Firearms Storage
next meeting. | Nothing further to report. DH to update |
| 3.4. BEES Website
conform with UNSW template. DH/RF to complete update by next meeting. | Website has mostly been updated to |
| 3.5. SIMS Issues
BEES areas in SIMS by next meeting. | DH to organise safety inspection of |
| 3.6 Tree at Smiths Lake FS
is to be removed. DH to update next meeting. | It has been agreed with DECC that tree |
| 3.7. Goodsell Emergency System
occupants of Goodsell. DH to inform Emergency Services Manager by next meeting. | There are no volunteers from BEES |
| 3.8. Soap Dispensers in Labs
next meeting. | In absence of JW, issue held over to |
| 3.9. OHS002 Forms at Smiths Lake
in order to encourage timely reporting of accidents and injuries. | Forms are now available at Smiths Lake |
| 3.10. Boat Trailer Wheel Bearing
been asked for. DH to update next meeting. | Quotes for a replacement trailer have |

3.11. Corrective Actions Register Register needs to be populated. DH to see DC about employing casual staff for this and other OHS data input. DH to update next meeting re progress.

3.12. Elections RM was elected unopposed as Academic Staff representative, Laura Warman was elected unopposed as Postgraduate Student representative, and Joanne Wilde and Rosa Ascencio were elected as General Staff representatives. Because Joanne Wilde is unavailable to take up her position until mid-July, Rad Flossman will continue on the committee until then.

3.13. Budget Suggestions Suggestions included a defibrillator, first aid material and sealable buckets for transport of hazardous chemicals. LI to send DH details of the buckets. DH to see DC re Safety budget allocation.

4. Correspondence In and Out

Nil

5. Chairperson's Report

There is no report this month because there has been no Level 2 meeting since the last BEES meeting.

6. Progress on OHSMS Implementation Plan

Registers are under development.

7. Inspection, Testing and Monitoring Program

7.1. Workplace OHS Inspections No inspection reports submitted since last meeting. DH to issue May OHSC inspection schedule by May 2.

7.2. Electrical Testing and Tagging Number of items tested in March: 23. Number of items tested in April: 20. CM and RF to discuss testing schedule for Brooks Lab and Cowan.

7.3. OHS Audits No imminent audits.

8. OHS Training Program

8.1. Training Needs Analysis Still to be done for 2008. DH to ask supervisory staff what training is needed for their staff and students.

8.2. Training Plan A general plan exists but a specific plan for 2008 needs to be developed. DH to update next meeting.

8.3. Training Completed Since last meeting nine inductions have been done (three general, one lab-specific and five autoclave).

9. First Aid, Emergency and Security

9.1 First Aid Report held over due to absence of JW.

9.2. Emergency Evacuation drill held on April 23 showed movement to assembly area remains a major problem. This has been reported to the Emergency Services Manager. Floor Warden allocation to each floor needs to be reviewed. There were two incidents last week: a small fire in a microwave oven, and a light meltdown in Room 501B.

9.3. Security No issues.

10. Changes to Workplace

With the departure of the Adams research group, storage and use of gas cylinders will become less of an OHS issue.

15. Business Without Notice

15.1. Biologically Sensitive Material A new regulation is being developed. It will incorporate registration and certification. The good news is that BEES will probably not be affected.

15.2. Laser Pointers Any laser pointers for which the class is unknown should be disposed of through the hazardous waste disposal system. DH to inform school members.

16. Next Meeting and Future Dates for the Year

Next meeting: Thursday, June 5 at 9.30am in Room 608 Biological Sciences.

Future Meetings: Thursday, July 3. Other dates to be advised.

17. Close of Meeting

Meeting closed 10.50am