

BEES OHSC Minutes of Meeting 12.6.03

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
PG	Peter Greenaway
RF	Rad Flossman
SECO	Sector Emergency Control Officer

Meeting began at 9.06am.

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

1. Apologies

Nil

2. Minutes of the Previous Meeting

Confirmed

3. Business Arising from the Minutes

a. SECO

Following email from DH, a meeting was held with M.Kenny from Security. Result is that C.Myers is SECO for this sector. Emergency teams have been formed. Most staff require fire training. This will be scheduled soon. Floor plans and personnel lists will soon be posted outside the lifts on each floor. CM to update next meeting.

b. AV Introduction to Safety

Almost finished. DH to organise viewing time for OHSC members after audit.

c. OHS Audits

Internal audit report and correction plan have been received. These appear under Current News on the BEES OHS website. DH detailed a list of corrective actions that have been completed. Next meeting with auditor is scheduled for July 3rd. Note that “major” should have read “minor” re non-conformances on the audit report. Several issues arose from the forthcoming WorkCover audit. DH to post BEES OHS policy on noticeboard as soon as possible. JW to obtain electrician’s inspection report for aquarium room as soon as possible. RF to post OHSC meeting minutes on BEES website once they are able to be password-protected.

RF to organise OHS to appear on the front page of the website by next meeting.
DH to send requested documentation to W.Sherwin as soon as possible.

d. Electrical Tagging and Testing Schedule CM presented schedule.
Human Resources has promised support because of WorkCover audit. PG
requested help with electrical testing. RF to liaise with K.Richardson (UNSW
OHS unit) re a suitable person. RF to update next meeting.

e. OHS Training for Academics Training booked for 22nd and
23rd July for those needing training.

f. Firearms/Explosives AMB provided spreadsheet
of details of firearms held in BEES. PG to ask P.Banks to obtain a firearms
licence and to obtain a firearms locker for Cowan field station. AMB to follow up
all other details re registration, licences and storage. PG/AMB to update next
meeting. DH has emailed D.Palmer re licence details for any future explosives
use.

g. Schedule for Safety Inspections DH presented annual
schedule. DH to co-ordinate inspection groups.

h. Tagging/Testing Courses RF to provide details of
course for those needing training to next meeting. Four staff members attended
advanced training for the testing equipment last week.

i. First Aid Boxes Updated lists of first aid
officers are on most boxes. JW to finish rest today. New boxes have been
ordered for the refurbished teaching labs. To be mounted by staff from workshop.
Box from 450 restocked. To be remounted by staff from workshop. JW to update
next meeting.

j. Vacuum Implosion S.Linton only returned from
overseas this week. PG to get him to produce report by next meeting.

k. N.Hill Injury Returns to work next week.
No corrective action other than to exercise as much care as possible when
entering water.

l. S.Mooney Risk Assessment DH still to follow up. To do
so by next meeting.

m. Signage for Teaching Labs New signs now on all
teaching lab doors. New safety shower/eyewash station testing record sheets for
each teaching lab. Student safety information has been placed on noticeboard in
401. CM to ensure it appears in all teaching labs. CM to see M.Buck re provision
of new noticeboards in G20/21. CM to update next meeting.

n. Course Manuals CM produced draft statement for insertion in course manuals. CM to email draft to all OHSC members for comment by 20.6.03. CM/DH to confer with P.Adam for inclusion in course manuals for second session.

o. R.Brandner Injury R.Brandner to do first available manual handling course.

p. J.Smith Injury DH asked J.Smith for SOP which is to include changes to process and PPE. DH to ensure it is received by next meeting.

q. ChemAlert No problems at present. All members to monitor availability of ChemAlert until next meeting. Any shortcomings to be reported to UNSW RMU.

4. Hazard/Incident/Injury Reports

A. Lonergan Tripped on paver outside Biological Sciences. DH to update next meeting.

5. Other Business

a. Fume Cupboard Testing Scheduled for June/July. DH has informed Asset Services of changes in fume cupboard locations in Biological Sciences. RF to inform Asset Services of changes in Applied Science.

b. Hydrofluoric Acid Use of hydrofluoric acid and perchloric acid has been banned until acceptable risk assessments and SOPs have been approved by OHSC. J.Jankowski to be responsible for 10th Floor lab areas in Applied Science. PG/CM to inform him. CM to organise placarding as soon as possible.

c. Storage of Biological Teaching Specimens DH/JW to investigate amounts of 70% alcohol involved. To update next meeting.

6. Date of Next Meeting

Thursday, 25th July at 9am in Room 552C.

Meeting finished 10.51am.