

Acronyms and initials used:

AK	Andrew Kinsela
AMB	Mike Beal
AV	Anton Vogels
BEES	School of Biological, Earth and Environmental Sciences
BSS	Biological Sciences Store
CATS	Centrally Allocated Teaching Space
CLB	Central Lecture Block
CM	Chris Myers
CMBB	Centre for Marine Biofouling and Bio-Innovation
DH	David Hair
EMU	Emergency Management Unit
ET&T	Electrical Testing and Tagging
EWIS	Emergency Warning Information System
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
SECO	Sector Emergency Control Officer

Meeting began at 9.05am.

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

1. Apologies

AV

2. Minutes of the Previous Meeting

Confirmed

3. BSS Issues

a. Access to Loading Dock

DH has sent draft wording for sign to AV. AV/DH to update next meeting.

b. Delivery Manual Handling Problems

AV to report to next meeting re progress of cage

c. Store Line Management

AV to report to next meeting re meeting with S.Rees.

d. Students Blocking Corridor

DH has sent draft wording for email to store users re temporary restrictions of movement of hazardous substances from store. AV/DH to update next meeting.

e. Other Issues

Nil.

4. Business Arising from the Minutes

a. Firearms

Problem of licencee at Fowlers Gap still remains. C.Frere added to W.Sherwin permit. AMB to update next meeting.

b. OHSC Safety Inspection Schedule

June schedule distributed. DH to distribute July schedule by June 30th.

c. Wearing of PPE in Research Labs/Room 401

PA still to remind staff and students of necessity to comply with policy. DH/CM to visit classes in second session to monitor compliance.

d. After Hours Emergency Contacts

CM has still not had a reply from EMU re out-of-date information.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 has placed an additional sign re restricted access to the Wallace Wurth roof on the door from Biological Sciences.

f. CO₂ System in G01

Installation of the CO₂ system in G01 has been completed.

g. Dangerous Goods Inventories

CM and DH have been shown how to use the UNSW system. Lists of BEES chemicals have been sent to RMU for incorporation into the database. CM is entering the data for the Soils Lab. System to be operational soon. CM/DH to update next meeting.

h. Headphones in Computer Labs

Students will provide their own headphones in future. RF has asked if Union stores can stock headphones. No reply as yet. AMB to ensure this information reaches students, for example, via manuals.

i. ET&T of Student Items

Might be done at e-Spot. RF to update next meeting.

j. CLB Evacuation

EMU will provide emergency evacuation information in CATS rooms in due course.

k. Cylinder Store Hoist

The road outside the cylinder store has been repaired.

l. Work near Roads

DH still to produce SOP for setting out warning cones and triangles. Appropriate signs are still being sought. DH to update next meeting.

m. Ducting from Museum of Human Disease

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

n. Ross River Disease

Report received of instance at Smiths Lake field station. Mossie zappers to be provided in the ablutions block and dormitories. Consideration to be given to moving Advanced Field Biology to a different time of the year.

o. CMBB and BEES OHSMS

No response re possible change to current policy as yet. PA to update next meeting.

p. Students Driving to Field Trips in Private Vehicles

H.Rosenthal (RMU) advised that students traveling to field trips in private vehicles are not considered to have begun the field trip until they arrive at the field site. Students cannot, however, be forced to travel with other students. A general duty of care applies whereby issues of roadworthiness and insurance of private vehicles should be addressed at a pre-trip briefing. DH to include this information in the BEES OHSMS.

5. Hazard/Incident/Injury Reports

a. Sprained Ankle

Staff member suffered sprained ankle while walking on coral reef. Appropriate footwear was being worn. It was suggested that more care was needed in such situations in future.

b. EWIS Panel Isolated – SECO Unaware

CM advised that EM did not consider this a major problem.

c. Public Address Component of EWIS

CM advised Facilities Management that the performance of the public address system of the EWIS remains unsatisfactory.

6. Emergency Evacuation System

A scope of works is being developed for the upgrade of the EWIS. Provision of flashing lights and an improved public address system will be included. Work will be undertaken after second session ends. E.Panagiotopoulos, R.Rush and M.Hunt have received warden training. In future SECO training will be an accredited course.

7. Report from Faculty OHSC Meeting

Items relevant to BEES were:

a. ET&T of Student Items

See Item 4i above.

b. Handwashing Facilities in Labs

Faculty to approach Facilities re provision of handwashing facilities in labs. RF to update next meeting.

c. Accident Reports

There have been both fewer claims and fewer reports than for the same period in 2004.

d. Robberies/Assaults

There have already been five robberies of persons and four assaults this year.

e. Headsets

See Item 4h above.

f. Students Driving to Field Trips

See Item 4p above.

g. Poor Ergonomic Seating

Physics has suggested bulk ordering of chairs and also of PPE would save money. Schools will be asked for suggestions as to what safety equipment could be ordered in bulk.

8. Other Issues

a. Lifts

Reported to be worse than ever. Facilities has been informed.

9. Date of Next Meeting

Thursday, July 21st, at 9.00am in Room 608.

Meeting ended at 10.06am

Items requiring no further action: 4e, 4f, 4j, 4k, 5a-c, 7c, 7d, 7g, 8a.