

**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
CM	Chris Myers
DFAT	Department of Foreign Affairs and Trade
DH	David Hair
EM	Emily Miller
ET&T	Electrical Testing and Tagging
EWIS	Emergency Warning Information System
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
UNSW	University of New South Wales

Meeting began at 9.03am. Present: DH, EM, AMB, RF, CM, AV, JW.

**1. Apologies**

PA

**2. Minutes of the Previous Meeting**

Confirmed

**3. BSS Issues****a. Large Deliveries**

AV still to see E.Hegedus

(BABS) re notifying arrival of large deliveries.

**b. Labcoats**

New BEES system working

well so far. AV to see E.Hegedus about instituting a similar delivery and pickup system in BABS.

**c. Other Issues****(i) Staff**

S.Rees has suggested that the

Physics storeperson help on two half days per week in lieu of employing casual staff. The store will probably have to be closed more often than normal. AV to update next meeting.

**(ii) Safety Carriers**

Some store customers are still

not providing safety carriers for transport of winchesters. AV to investigate provision of such carriers.

**4. Business Arising from the Minutes****a. Firearms**

All documentation now up-to

date except for addition of AMB, C.Herbert and A. Munn to permit for use of dart gun at

Cowan. T.Dawson firearms at Fowlers Gap are on his licence. Key for gun cabinet at Cowan locker has been misplaced. A.Munn to organise replacement.

**b. OHSC Safety Inspection Schedule** DH to send July schedule by June 30th.

**c. Compliance in Wearing of PPE** CM/DH to continue monitoring compliance. BABS to institute training for demonstrators which will include OHS responsibilities.

**d. Medications in First Aid Kits** JW to report to next meeting.

**e. Emergency Evacuations from Lecture Theatres** CM to attach BEES safety card to all emergency procedures flip charts in Biomed Theatres. CM to produce laminated plans of all UNSW emergency assembly areas. These are to be kept in the BEES student office. Once these plans are available, DH to inform BEES academic staff of the necessity to be aware of the location of the assembly areas. Academic staff have been informed of their responsibilities re guest lecturers insofar as they relate to emergency procedures.

**f. Access to Wallace Wurth LG** Still apparently a problem. DH to report to next meeting.

**g. Amended Checklist** Still to be done. Will be incorporated in continuing update of all BEES OHS documents by DH/RF.

**h. Congo Red Spill** BABS unable to discover who was involved. Proposed training for demonstrators should ensure OHS procedures are followed in future.

**i. Inappropriate Transport** BABS unable to discover who was involved.

**j. Regulator Testing** In absence of LI, item held over to next meeting.

**k. RA's for Overseas Travel** BEES school members have been informed of new procedure re DFAT travel advisories.

**l. Green Audit** No further information. DH to update next meeting.

**m. Cowan Field Station** OHSC workplace inspection and ET&T scheduled for 4.7.06. DH to update next meeting.

**n. Samuels Evacuation** See Item 6a.

## 5. Hazard/Incident/Injury Reports

**a. Fall/Head Injury** Staff member tripped in the field and suffered a head injury. No further action.

**b. Inappropriate Transport** See Item 4e above.

**c. Acid Spill** Verbal report of small acid spill on student's arm. CM to follow up.

## 6. Emergency Evacuation System

**a. Samuels Evacuation** CM to request that the EWIS upgrade will include visual information re evacuations of buildings.

**b. Team Meeting** Evacuation team meeting scheduled for July 3<sup>rd</sup>.

## 7. Other Issues

None raised.

**8. Date of Next Meeting**

Thursday, July 20th, at 9am in Room 608. To be confirmed.

Meeting ended at 10.00am.

Items requiring no further action: 4h, 4i, 4k, 4n, 5a, 5b, 6b.