

Acronyms and initials used:

BEES	School of Biological, Earth and Environmental Sciences
CM	Chris Myers
DC	David Cohen
DH	David Hair
ET&T	Electrical Testing and Tagging
FS	Field Station
JW	Joanne Wilde
LI	Lance Islip
LR	Laura Warman
OHS	Occupational Health and Safety
OHS&WC	Occupational Health and Safety and Workers' Compensation
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 9.37am. Present: DH, RF, CM, DC, RA

1. Apologies

JW, LI, LW, RM

2. Minutes of the Previous Meeting

Confirmed

3. Action Items and Matters Arising from the Previous Minutes

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| 3.1. ET&T Cowan | See Item 7.2. |
| 3.2. Firearms Storage | Nothing further to report re Herbert dart gun. A.Munn has returned two dart guns from Fowlers Gap. One might be used as spare parts and one might be transferred to his ownership. DH to send firearms spreadsheet to DC. DH to update next meeting. |
| 3.3. BEES Website | Website has mostly been updated to conform to UNSW template. DH/RF to complete update by next meeting. |
| 3.4. SIMS Issues | DH to organise safety inspection of BEES areas in SIMS by end of June. |
| 3.5 Tree at Smiths Lake FS | Tree has been lopped severely instead of being completely removed. |
| 3.6. Goodsell Emergency System | Emergency Services Manager has been informed that there are no volunteers from BEES for the Goodsell Building emergency team. |
| 3.7. Soap Dispensers in Labs | In absence of JW, issue set aside indefinitely. |
| 3.8. Boat Trailer Wheel Bearing | Trailer has been, or will soon be, replaced. |
| 3.9. Corrective Actions Register | See Item 12. |

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| 3.10. Elections
election results. | No change to previously announced |
| 3.11. Budget
draft budget for the rest of 2008. | Budget still undecided. DH to prepare a |
| 3.12. Training
details of training needed for their staff and students. | Supervisors have been asked to provide |
| 3.13. Laser Pointers
pointers. | BEES informed of issues re use of laser |

4. Correspondence In and Out
Nil

5. Chairperson's Report

Issues of importance to BEES from the Level 2 meeting held on 28.5.08:

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| a. OHS Awareness
available online from late July. | This training course is expected to be |
| b. Flame Arresters
have flame arresters fitted. RF to check BEES cylinders. | All hydrogen cylinders in labs are to |
| c. Safe Work on Roofs | DH to check the new Code of Practice. |
| d. Safety Goggles
to provide adequate protection from splashing. Only goggles and face shields do this. A sub-committee was formed to discuss how to deal with this issue and will report in due course. | Safety glasses are no longer considered |
| e. WorkCover Reportable Incidents
incident that causes a person to be off normal duties for seven days or more must be reported. | All supervisors must be aware that any |
| f. Fieldwork Plans
reviewed each year but do not necessarily have to be submitted in hard copy form annually. | Standing order fieldwork plans must be |
| g. Website Updates
etc. are detailed on the UNSW OHS website. | Recent changes to forms, procedures |

6. Progress on OHSMS Implementation Plan

Registers are under development. Next step is population of databases.

7. Inspection, Testing and Monitoring Program

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| 7.1. Workplace OHS Inspections
since last meeting. DH to issue June OHSC inspection schedule by June 6. | Thirteen inspection reports submitted |
| 7.2. Electrical Testing and Tagging
mostly at Cowan FS. | Number of items tested in May: 87, |
| 7.3. OHS Audits | No audits. |

8. OHS Training Program

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| 8.1. Training Needs Analysis
supervisory staff what training is needed for their staff and students. | As per Item 3.12, DH has asked |
| 8.2. Training Plan
for 2008 is to be developed once the needs analysis is complete. DH to update next meeting. | A general plan exists but a specific plan |
| 8.3. Training Completed
been done (five general, two lab-specific, one Tema Mill, one Rock Crusher and 11 Shark Shield). | Since last meeting 20 inductions have |

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 has led to a review of the location of the assembly area. CM has asked for confirmation that the exit door from the Biomed theatres meets the relevant standard. Wardens list is being updated – DC to ask for more volunteers, especially for the Fourth Floor of Biological Sciences. Monthly meetings of senior wardens from the zone together with the OHS Co-ordinators of Science and Medicine have been instituted.

9.3. Security

No issues.

10. Changes to Workplace

Eighteen gas cylinders have been returned to the supplier.

11. Hazard and Incidents Reports and Review

11.1. Water Drip

Water dripping into G12 during a class. Students were moved away from affected area and Building Services Manager informed..

11.2. Evacuation

Congestion in stairwells during evacuation drill was reported to Emergency Services Manager.

11.3. Microwave

Small fire in microwave due to misuse. Staff member involved to become familiar with operation of oven and to read instructions on food container more carefully in future.

11.4. Knee Injury

Student injured knee when she slipped on a ramp after a dive session. Supervisor's section of report not yet received.

12. Corrective Actions Review and Update

Database to be populated. DH to seek advice from LI re design of database.

13. OHS Hazard and Risk Register Review and Update

As for Item 12.

14. New Business

Nil.

15. Business Without Notice

15.1. Green Labs Program

There is a lot of overlap between the Green Labs Program and OHS procedures for hazardous waste disposal. It has been suggested that at least this section of the Environment Unit might merge with the OHS&WC Unit.

16. Next Meeting and Future Dates for the Year

Next meeting: Thursday, July 3 at 9.30am in Room 608 Biological Sciences.

Future Meetings: Thursday, August 7. Other dates to be advised.

17. Close of Meeting

Meeting closed 10.38am