

**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 9.08am.

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

**1. Apologies**

AK

**2. Minutes of the Previous Meeting**

Confirmed

**3. Business Arising from the Minutes****a. SECO**

Deputy SECOs for Biological Sciences and Wallace Wurth have been appointed. Eight more BEES staff members have done the First Attack Firefighting and Workplace Evacuation training course. CM plans to have a dry run for emergency personnel in Week 2 and a trial evacuation later in the session. CM to update next meeting.

**b. AV Intro to Safety**

To be used if it is completed. DH to update next meeting.

**c. OHS Audits**

PG to circulate WorkCover audit report to OHSC members today. RF to update website with this report by next meeting. RF to check with P.Heggie about the next stage of the internal audit and with K.Richardson about the next stage of the WorkCover audit. JW still to receive from C.Potter electrician's report on the electrical safety of the aquarium room. JW to obtain report by next meeting. RF to place minutes of OHSC meetings on BEES website once password protection has been established.

**d. Electrical Tagging and Testing Schedule**

RF still to see K.Richardson re a suitable person to be seconded for electrical testing. RF to do so by next meeting.

**e. OHS Training for Academics**

Eight more supervisory staff were due to be trained this week with five more in August and two more in September.

**f. Firearms**

Registration details to be updated for firearms (action AMB). Gun locker to be obtained for Cowan (action DH). AMB to draft letter for PG asking D.Croft/T.Dawson to organise permits and gun lockers at Fowlers Gap and UNSW. Locker in Siberia to be fixed to wall. P.Banks to obtain licence/permit for tranquiliser gun at Cowan. AMB to update next meeting.

**g. Schedule for Safety Inspections**

Most OHSC July workplace safety inspections have been done. DH to organise August inspections by August 1<sup>st</sup>.

**h. Tagging/Testing Courses**

Quote for course for six participants is \$1250.00. RF to update next meeting.

**i. First Aid Boxes**

All boxes mounted. JW to update lists of first aiders again. Responsibility for updating box contents to be discussed at next meeting.

**j. Vacuum Implosion**

Report received. Steps taken to prevent recurrence.

**k. S.Mooney Risk Assessment**

Risk eliminated because no climbing was necessary.

**l. Signage for Teaching Labs**

All signage outside teaching labs is finished. Signage inside is done in 401 and 402. Other labs to be done soon. CM to update next meeting.

**m. Course Manuals**

P.Adam approved OHS statement for insertion in course manuals. It has been included in the manuals that have gone for printing so far.

**n. J.Smith Injury**

Risk assessment received.

**o. A.Lonergan Accident**

Trip hazard reported to Facilities. DH to update next meeting.

**p. Fume Cupboard Testing**

Testing completed. All staff to report any that failed.

**q. Hydrofluoric Acid**

No risk assessments have yet been received. Ban on use still applies. D.Yu to supervise OHS matters in BEES section of 10<sup>th</sup> Floor of Applied Science. DH/CM to tell her by July 25<sup>th</sup>.

**r. Storage of Biological Teaching Specimens**

DH/JW still to determine how much 70% alcohol is involved. To do so by next meeting.

#### **4. Hazard/Incident/Injury Reports**

##### **a. L.Mazzaroli**

Minor cut when she bumped her head on a bookcase stanchion. Stanchion removed.

##### **b. Shelf Collapse**

Shelves collapsed twice in First Year preproom. All support clips have now been properly inserted.

##### **c. Gas Leaks**

Three gas leaks in G21, First Year Biology teaching lab. All joints tightened by Facilities personnel. Checking by Facilities personnel revealed no further leaks.

##### **d. S.Moore**

Back injury. DH to follow up and report to next meeting.

##### **e. Ross River Disease**

Verbal report of a student contracting this disease. DH to follow up and report to next meeting.

#### **5. Draft Inspection Checklists**

Meeting discussed modified workplace inspection checklists. DH/CM to present new draft to next meeting.

#### **6. Other Business**

##### **a. Acetic Acid in LG26**

By next meeting DH to seek advice from UNSW OHS Unit re storage.

#### **7. Date of Next Meeting**

Thursday, August 21 at 9am in Room 552C.

Meeting closed 11.10am.