

**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
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
LI	Lance Islip
OHSC	Occupational Health and Safety Committee
OHSMS	Occupational Health and Safety Management System
PA	Paul Adam
PPE	Personal Protective Equipment
RF	Rad Flossman
SECO	Sector Emergency Control Officer

Meeting began at 9.05am.

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

**1. Apologies**

PA, LI

**2. Minutes of the Previous Meeting**

Confirmed

**3. BSS Issues**

**a. Access to Loading Dock**

Wording for sign has been agreed on. DH to organize works and services request.

**b. Delivery Manual Handling Problems**

Slings will be added to an existing trolley to minimize manual handling risks arising from deliveries being unloaded onto the dock.

**c. Store Line Management**

AV to meet with S.Rees on 22.7.05 re this issue.

**d. Students Blocking Corridor**

AV to advise store users re temporary closure of store immediately before First Year Biology morning classes.

**e. Other Issues**

**i. Lab coats**

Lab coats being sent to be laundered must be placed in plastic bags. AV to supply bags. AV to inform relevant staff members.

**ii. Spill Kits**

Lab spill kits will soon be available. Cost \$79.00. Replacement items for the kits will also be available.

#### **4. Business Arising from the Minutes**

##### **a. Firearms**

Problem of licencee at Fowlers Gap still remains. PA to inform D.Croft that, unless there is substantial progress by November re gun licencee and registration of firearms, the firearms are to be disposed of. AMB to update next meeting.

##### **b. OHSC Safety Inspection Schedule**

July schedule distributed. DH to distribute August schedule by July 29th.

##### **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 prepare schedule for class visits 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CM has still not had a reply from EMU re out-of-date information.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 send up-to-date information re changes in BEES in late February 2006.

##### **e. Dangerous Goods Inventories**

No further information since last meeting. CM/DH to update next meeting.

##### **f. Headphones in Computer Labs**

AMB has informed academic staff members of new procedure. Headphones will soon be available in upper campus Union store. RF to ensure old headphones are removed from computer labs when new ones are available at the Union store.

##### **g. ET&T of Student Items**

No further information. RF to provide update after next Faculty OHSC meeting.

##### **h. Work near Roads**

Signs have been purchased. SOP has been produced. DH to inform BEES staff/students of procedure to be followed when working near roads.

##### **i. Ducting from Museum of Human Disease**

No further information. DH to update next meeting.

##### **j. Ross River Disease**

Mossie zappers have been provided in the ablutions block and dormitories at Smiths Lake Field Station. The Smiths Lake Users' Guide has been updated appropriately.

##### **k. CMBB and BEES OHSMS**

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

##### **l. Students Driving to Field Trips in Private Vehicles**

Relevant sections of the BEES Fieldwork Guidelines have been updated.

##### **m. Handwashing Facilities in Labs**

No further information. RF to provide update after next Faculty OHSC meeting.

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

##### **a. Car Accident**

Staff member suffered hand injury when involved in car accident while traveling to work.

Reported to Workers' Compensation.

**b. Cut Hand**

Verbal report received of cut hand when glass door of bookcase was broken. AK to ensure injury report is submitted and bookcase disposed of.

**6. Emergency Evacuation System**

Emergency response team meeting held on 15.7.05, with the following results:

- i. CM to check with G.Cameron (EMU) re which areas are not served by the EWIS.
- ii. CM to ask PA what notification of practice evacuations he needs as Head of School.
- iii. EWIS was tested in early July. Wormald is now aware of the deficiencies in the public address system.
- iv. DH to inform academic staff members of the necessity to inform/remind students of the evacuation procedures. This information should be included in the introduction to the first prac for each course in each session.

**7. Review of OHS Act**

DH to inform BEES staff and students how they can contribute to the five yearly review of the OHS legislation.

**8. Other Issues**

**a. Samuels First Aid Kits**

JW to ensure first aid kits are provided in the BEES area in the lower ground level of Samuels.

**b. Emergency Response Team**

CM to inform Samuels SECO of need to update the emergency response team for that sector.

**c. Workplace Inspection Schedule**

DH to update OHSC workplace inspection schedule to include changes to BEES space.

**9. Date of Next Meeting**

Thursday, August 18th, at 9am in Room 608. To be confirmed.

Meeting ended at 10.18am

Items requiring no further action: 3b, 3eii, 4j, 4l, 5a, 6iii.

Item requiring action at a later date: 4d.