

**Acronyms and initials used:**

AMB	Mike Beal
AV	Anton Vogels
BEES	School of Biological, Earth and Environmental Sciences
BSS	Biological Sciences Store
CM	Chris Myers
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
RF	Rad Flossman
UNSW	University of New South Wales

Meeting began at 9.05am. Present: DH, EM, AMB, RF, LI, JW, PA.

**1. Apologies**

CM

**2. Minutes of the Previous Meeting**

Confirmed

**3. BSS Issues**

In absence of AV, all BSS issues held over until next meeting.

**4. Business Arising from the Minutes**

**a. Firearms** AMB and C.Herbert now named on permit. Cowan gun locker failed inspection. Dart gun is being held currently by Hornsby police. Once A.Munn has licence, gun to be transferred temporarily to AMB locker at main campus. Cowan gun locker to be transferred to main campus. DH/AMB to find a suitable location.

**b. OHSC Safety Inspection Schedule** DH to send August schedule by July 31st.

**c. Compliance in Wearing of PPE** CM/DH to recommence monitoring of compliance.

**d. Medications in First Aid Kits** In general, only single use items are allowed although Dettol is OK. JW/DH to find out what medications might be available for addition to first aid kits.

**e. Emergency Evacuations from Lecture Theatres** Plans of the UNSW emergency assembly areas are available in the BEES Student Office. The OHSC was informed that posters in lecture theatres will be updated. However, we remain skeptical.

**f. Access to Wallace Wurth LG** Still to be sorted out. 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. Regulator Testing** Regulators need to be tested every five years. By next meeting RF/CM/DH to find out numbers and locations of BEES regulators.
- i. Green Audit** No further information. DH to update next meeting.
- j. Acid Spill** In absence of CM, issue held over until next meeting.
- k. EWIS Upgrade – Visual Information** In absence of CM, issue held over until next meeting.

## 5. Hazard/Incident/Injury Reports

- a. Neck Muscle Strain** Staff member suffered manual handling injury. Placed on restricted duties. Use of lifting equipment recommended in future.
- b. Car Accident** Staff member's car involved in accident when he was leaving for work. Issue not relevant to OHSC.

## 6. Emergency Evacuation System

In absence of CM, issue held over until next meeting.

## 7. Cowan Safety Issues

Workplace safety inspection and ET&T carried out at Cowan field station on 4.7.06. Following issues were discussed by OHSC:

- a. ET&T** There was only time to test equipment in the main building. Other equipment to be tested soon. DH to organise date by next meeting.
- b. Guppy Room** Concern raised re electrical safety of heating and aeration systems. Advice to be sought from qualified person. LI to suggest whom to contact for advice. RF/DH to inform R.Brooks of committee's concerns. DH to update next meeting.
- c. Old Caravan** To be removed as soon as possible.
- d. Food Preparation Area** Concern raised re proximity of animal food preparation area and of mice cages to dining area. Issue to be managed procedurally.

## 8. Other Issues

- a. Ross River Court Case** Outcome of court case (unrelated to UNSW) indicates that our procedures to minimise the disease hazard at Smiths Lake field station are adequate.

## 9. Date of Next Meeting

To be advised. [Note: meeting subsequently arranged for 9.30am on August 31<sup>st</sup> in Room 608].

Meeting ended at 10.20am.

Items requiring no further action: 4e, 5a, 5b, 7c, 7d, 8a.