

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
HoS	Head of School
JW	Joanne Wilde
LI	Lance Islip
LW	Laura Warman
OHS	Occupational Health and Safety
OHSC	Occupational Health and Safety Committee
RA	Rosa Ascencio
RF	Rad Flossman
RTA	Roads and Traffic Authority
SIMS	Sydney Institute of Marine Science
UNSW	University of New South Wales
WS	Bill Sherwin

Meeting began at 9.35am. Present: DH, RF, CM, WS (representing DC), RA

1. Apologies

JW, LI, LW, DC

2. Minutes of the Previous Meeting

Confirmed

3. Action Items and Matters Arising from the Previous Minutes

- 3.1. Firearms Storage** Nothing further to report. DH to send firearms spreadsheet to DC. DH to update next meeting.
- 3.2. BEES Website** Website has mostly been updated to conform to UNSW template. DH/RF to complete update in November/December 2008.
- 3.3. SIMS Issues** Safety inspection of BEES areas in SIMS carried out on 1.7.08. Report being prepared for SIMS manager.
- 3.4. Budget** DH to prepare a draft budget for the rest of 2008.
- 3.5. Training** Little response to request to staff re training needs. DH to provide training plan by next meeting.
- 3.6. Flame Arresters** Handigas cylinder to be checked for flame arrester at next scheduled ET&T session.
- 3.7. Safe Work on Roofs** New Code of Practice does not appear relevant to BEES. RF to check if railing on Wallace Wurth roof is adequate.

4. Correspondence In and Out

Nil

5. Chairperson's Report

No report this month.

6. Progress on OHSMS Implementation Plan

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

7. Inspection, Testing and Monitoring Program

7.1. Workplace OHS Inspections Eighteen inspection reports submitted since last meeting. DH to issue July OHSC inspection schedule by July 8.

7.2. Electrical Testing and Tagging Number of items tested in May: 631

7.3. OHS Audits No audits.

8. OHS Training Program

8.1. Training Needs Analysis See Item 3.5

8.2. Training Plan A general plan exists but a specific plan for 2008 is to be developed by DH.

8.3. Training Completed Since last meeting four general inductions have been done.

9. First Aid, Emergency and Security

9.1 First Aid Report held over due to absence of JW.

9.2. Emergency Chief Wardens meeting was held on 23.6.08. Wallace Wurth assembly area is now in front of the Chancellery; Biological Sciences area remains the apron of the Botany St car park. Recruitment drive for emergency personnel was not successful. WS to raise issue with BEES HoS. Floor wardens meeting to be held on July 25.

9.3. Security No issues.

10. Changes to Workplace

Nil.

11. Hazard and Incidents Reports and Review

11.1. Knee Injury Student injured knee when she slipped on a ramp after a dive session. Supervisor recommended continued use of protective footwear, and extra care when moving in slippery areas.

12. Corrective Actions Review and Update

Design of database is to be changed, after which database is to be populated. DH to update next meeting.

13. OHS Hazard and Risk Register Review and Update

Register under review. DH to update next meeting.

14. New Business

14.1. Ross River/Barmah Forest An information session on these diseases, including the opportunity for staff and student to be tested for prior exposure, was discussed. Issue to be further considered by all members of the OHSC.

14.2. Overseas Travel OHS Requirements Meeting confirmed that BEES are to conform to UNSW policy and requirements, as BEES school members were advised by DH by email on 26.6.08.

15. Business Without Notice

15.1. Lone and Remote Worker Procedure The OHSC considered the Sydney Catchment Authority procedure for lone and remote workers, whereby a private company

monitors the movements of lone workers or groups of workers in remote areas. It was decided that each individual research group could make its own decision about adopting such a system. Contact DH for details of the procedure.

15.2. Bus Driving by Tech Staff Members It was considered that some tech staff members were being exposed to fatigue by at times having to drive buses too often on field excursions. It was recommended that RTA rules are to be rigidly adhered to, and that CM will attempt to spread the driving workload as much as possible among the qualified members of the tech staff.

16. Next Meeting and Future Dates for the Year

Next meeting: Thursday, August 7, at 9.30am in Room 608 Biological Sciences.

Future Meetings: Thursday, September 11. Other dates to be advised.

17. Close of Meeting

Meeting closed 10.56am