

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 |
| PA | Public address |
| PG | Peter Greenaway |
| RCD | Residual current device |
| RF | Rad Flossman |
| SECO | Sector Emergency Control Officer |

Meeting began at 9.08am.

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

1. Apologies

Nil

2. Minutes of the Previous Meeting

Confirmed

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

A dry run was held on August 12th. Problems were revealed re the PA system. CM passed these to Facilities. RF to inform Level 2 OHSC. CM to update next meeting.

b. AV Intro to Safety

D.Perdriau to transfer to compact disc. DH to arrange viewing time for OHSC members as soon as possible.

c. OHS Audits

A meeting was held with P.Heggie from UNSW OHS Unit re non-conformances identified by internal audit of BEES OHSMS. All non-conformances are now addressed. OHSC meeting minutes now on BEES website. They cannot be accessed by those outside UNSW. One circuit in Boatshed/Aquarium is not RCD-protected. Electrician is investigating which one. JW to update next meeting. By next meeting JW also to ensure signs re placement of electrical equipment in Aquarium are in place and to update users' manual if necessary. RF still to see Kathy Richardson about how BEES went in the WorkCover audit and when the next stage of the audit will occur. RF to update next meeting.

d. Electrical Tagging and Testing Schedule

Funding for a contractor has been received from UNSW Human Resources. Quotes have been received. RF to advise selected contractor to begin.

CM/DH to co-ordinate tagging and testing. CM/DH to update next meeting.

e. Firearms

Letters re permits and gun lockers have been sent to P.Banks and D.Croft. Both overseas at present. PG to follow up. Siberia locker to be affixed to wall. DH has obtained quotes for gun lockers. DH to order lockers once number needed is confirmed. AMB/DH to update next meeting.

f. Schedule for Safety Inspections

By September 5th DH to provide schedule for September workplace safety inspections by members of BEES OHSC.

g. Tagging/Testing Courses

Technet has advertised for participants for course. RF to update next meeting.

h. First Aid Boxes

List of current first aiders has been updated and distribution to boxes has begun. CM to find out cost and schedule for Medic Alert to check and replace box contents. JW/CM to update next meeting.

i. Signage for Teaching Labs

Signage now in G01. Ready for 449 once cupboard near door is moved. G01 emergency exit needs lock removed, appropriate signage and illuminated exit sign. Action: DH as soon as possible. RF to raise issue of non-compliance of laboratories with Australian/New Zealand standards at next Level 2 OHSC meeting. By next meeting DH to review contents of flammable liquids cabinets in 403, 449 and 551A.

j. A.Lonergan Accident

T.Watterson (Campus Services) has received report of uneven pavers between Biological Sciences and Mathews. DH to update next meeting.

k. Hydrofluoric Acid

D.Yu is in charge of OHS issues in BEES area of 10th floor of Applied Science.

l. Storage of Biological Teaching Specimens

DH has estimated amount of preservative involved. DH to seek advice on appropriate storage conditions from M.Lavin (UNSW OHS Unit). DH to update next meeting.

m. S.Moore Injury

Back injury resulted from working too long. Appropriate rest periods will be adhered to in future.

n. Ross River Disease

No report yet received from student affected. DH to update next meeting.

o. Workplace Inspection Checklists

DH to send updated versions to RF for placement on BEES website. DH to inform BEES staff and students of the existence of the updated forms.

p. Acetic Acid in LG26

M.Lavin (UNSW OHS Unit) is seeking advice from consultant. DH to update next meeting.

4. Hazard/Incident/Injury Reports

a. A.Kinsela Injury

Object dropped on foot. Controls now in place.

b. G.Hyde Overuse Injury

Workstation inspected and rearranged.

5. Level 2 OHSC Report

a. Minutes of School Committees

Minutes of School OHS committees to J.Daveron

b. WorkCover Audit

BEES and Physics thanked for their efforts.

c. Level 1 OHSC Minutes

UNSW OHSC minutes not being distributed to lower level committees.

d. Files

All files to J.Daveron as PDF.

e. OHS Position

Faculty of Science OHS position to be Level 8.

f. Gas Cylinder Regulators

Condition and age of gas cylinder regulators should be checked regularly. Contact Lance Islip for information.

g. Contractor Inductions

J.Daveron to check that Facilities ensures contractors receive adequate inductions.

h. Accidents/Incidents

Spreadsheet distributed. Further information needs to be added to database.

i. Student OHS Responsibilities

Information needs to be distributed to students re their OHS responsibilities. Issue to be raised at UNSW OHSC level.

6. Other Business

a. OHS Training for Supervisors

All five scheduled for training in August failed to attend. They will be rescheduled for later in the year.

b. Retirement of P.Greenaway

RF thanked P.Greenaway for his contribution to the work of the school OHSC since 1998.

7. Date of Next Meeting

Thursday, September 18th at 9am in Room 552C.

Meeting finished at 10.56am.