

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
EWIS	Emergency Warning Information System
JW	Joanne Wilde
OHS	Occupational Health and Safety
OHSC	Occupational Health and Safety Committee
OHSMS	Occupational Health and Safety Management System
PA	Paul Adam
PPE	Personal Protective Equipment
RF	Rad Flossman
RMU	Risk Management Unit
SECO	Sector Emergency Control Officer
SOP	Standard Operating Procedure
UNSW	University of New South Wales

Meeting began at 9.05am.

Present: DH, JW, CM, PA, AMB.

1. Apologies

AK, RF

2. Minutes of the Previous Meeting

Confirmed

3. BSS Issues

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|-----------------------------------|-----------------------------------------------------------------------------------------------------------------|
| a. Access to Loading Dock | Works and services request has been sent. DH to update next meeting |
| b. Store Line Management | AV was to have met with S.Rees on 22.7.05 re this issue. AV to update next meeting |
| c. Temporary Store Closure | AV has advised store users re temporary closure of store immediately before First Year Biology morning classes. |
| d. Laundering Lab Coats | No action yet. AV to update next meeting |

4. Business Arising from the Minutes

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| a. Firearms | Problem of licencee at Fowlers Gap still remains. PA still 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. |
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- b. OHSC Safety Inspection Schedule** August schedule distributed. DH to distribute September schedule by August 31st.
- c. Compliance in Wearing of PPE** DH/CM have visited some classes to monitor compliance. There have been some instances of inadequate footwear. CM/DH to continue inspections.
- d. Dangerous Goods Inventories** No further information from RMU since last meeting. All future chemical purchases in the Soils Lab to go through CM. CM/DH to update next meeting.
- e. Headphones in Computer Labs** In absence of RF, item held over until next meeting. Signs re availability of headphones at Union Store to be erected in computer labs. DH to liaise with RF re this issue.
- f. ET&T of Student Items** No further information. RF to provide update after next Faculty OHSC meeting.
- g. Work near Roads** DH has informed BEES staff/students of procedure to be followed when working near roads.
- h. Ducting from Museum of Human Disease** No further information. DH to update next meeting.
- i. CMBB and BEES OHSMS** Current system to remain for the indefinite future as long as CMBB personnel continue to cooperate.
- j. Handwashing Facilities in Labs** No further information. RF to provide update after next Faculty OHSC meeting.
- k. Cut Hand** Bookcase has been disposed of but still no injury report. AK to ensure report is received.
- l. Review of OHS Act** BEES staff/students informed of opportunity to take part in review of the Act. DH attended RMU meeting to compile UNSW response.
- m. Samuels First Aid Kits** JW to ask workshop staff to mount two kits in Samuels Lower Ground and one kit in Biological Sciences Room 510.
- n. Samuels Emergency Response Team** CM has informed Samuels SECO of necessity to have emergency response personnel in Samuels Lower Ground. AK to be trained as warden. CM to recruit other personnel.
- o. Samuels Workplace Inspection Schedule** OHSC inspection schedule has been updated to include Samuels Lower Ground. Further updating of the schedule to await completion of space changes.

5. Hazard/Incident/Injury Reports

- a. Acid Spill** Acid spill in Soils Lab resulted from lack of maintenance of the scrubber. An SOP has been produced for scrubber maintenance. It includes weekly, and at times daily, pH testing of the sump water.

6. Emergency Evacuation System

Fortnightly meetings of the project team for the upgrading of the EWIS are to begin on 19.8.05. Upgrading will include moving the EWIS to the Ground Floor. Work will be carried out over the Christmas break.

7. Other Issues

- a. Eye Injury** JW to ensure report is received for minor eye injury to staff member maintaining finches.

b. Smiths Lake Surf Camp

DH to investigate safety issues arising from proposed upgrading of Horsepoint (sic) Road.

8. Date of Next Meeting

Thursday, September 22nd, at 9am in Room 608.

Meeting ended at 9.40am.

Items requiring no further action: 3c, 4g, 4i, 4l, 4o, 5a.