

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
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
UNSW	University of New South Wales

Meeting began at 9.37am. Present: DH, CM, JW, PA.

1. Apologies

EM, AMB, RF, AV

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 | Dart gun is now held in AMB gun locker. At present there are no funds to modify the building at Cowan to satisfy the firearms storage conditions. |
| b. OHSC Safety Inspection Schedule | DH to send September schedule by September 1st. |
| c. Compliance in Wearing of PPE | CM/DH to recommence monitoring of compliance. DH to inform AMB of the undesirable practice of students changing footwear after they have entered a laboratory. |
| d. Medications in First Aid Kits | Not many single use items are available. JW to purchase some burn gel sachets and some Stingose spray cans. |
| e. Access to Wallace Wurth LG | Still to be sorted out. DH to report to next meeting. |
| f. Amended Checklist | Still to be done. Will be incorporated in continuing update of all BEES OHS documents by DH/RF. |
| g. Regulator Testing | RF/CM/DH still to find out numbers and locations of BEES regulators. |

- h. Green Audit** Report has been prepared by Environment Unit but has not yet been released. DH to update next meeting.
- i. Acid Spill** Incident report finally received. DH to pass it on to student's supervisor for completion.
- j. EWIS Upgrade – Visual Information** According to CM, the Scope of Works includes the provision of visual information of building evacuations. Also included are external loudspeakers to assist in crowd control.
- k. ET&T Cowan** Postponed until after the end of session. DH to organise.
- l. Guppy Room - Cowan** Draft Scope of Works for electrical safety upgrade has been received. No costings as yet. Tree overhanging main building has been lopped. DH to update next meeting.

5. Hazard/Incident/Injury Reports

- a. Arm/Shoulder Injury** Staff member suffered injury when he slipped during fieldwork. Advised to wear appropriate footwear at all times and to take care on slippery surfaces.
- b. Bee Sting** Staff member working on a boat was stung by a bee. Risk assessment to be amended to incorporate insect stings/bites. In future insect repellent to be worn.

6. Emergency Evacuation System

- a. EWIS Location** It has been recommended that the EWIS control panel be located on the western wall at the intersection of the Wallace Wurth and Biological Sciences Buildings rather than on the eastern wall. Work is scheduled to be done during the break between sessions. DH is the contact person for BEES.
- b. Samuels Evacuation** Report received re this evacuation. It contains no new information.

7. Room 447

In the absence of EM discussion of this issue held over until next meeting.

8. Level 2 Report

Issues of interest to BEES:

- a. Corrective Actions** OHS Committees should ensure that corrective actions are carried out. DH to make sure members of the OHSC have this information when undertaking workplace inspections.
- b. Fire Safety in Tearooms** DH/JW to investigate provision of fire blanket in the BEES tearoom.
- c. Manual Handling Training** Due to an increase in the number of manual handling injuries, DH to investigate the provision of appropriate training.
- d. OHSMS** The UNSW OHSMS is being revised.

9. Other Issues

- a. Rodent Problem** Because of increasing evidence of a rat problem, PA has asked the Environmental Unit to fund an Honours scholarship to study the rat population on campus. PA to update next meeting

10. Date of Next Meeting

Thursday, 5th October, at 9.00am in Room 608.

Meeting ended at 10.20am.

Items requiring no further action: 4a, 4j, 5a, 5b, 6a, 6b, 8d.