

Acronyms and initials used:

AMB	Mike Beal
AQIS	Australian Quarantine Inspection Service
AV	Anton Vogels
BABS	School of Biotechnology and Biomolecular Sciences
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
FS	Field Station
JW	Joanne Wilde
LI	Lance Islip
OHS	Occupational Health and Safety
OHSC	Occupational Health and Safety Committee
PA	Paul Adam
PPCE	Personal Protective Clothing and Equipment
RF	Rad Flossman
SIMS	Sydney Institute of Marine Science

Meeting began at 9.04am. Present: DH, RF, AMB, CM, PA, JW, LI, AV.

1. Apologies

None

2. Minutes of the Previous Meeting

Confirmed

3. BSS Issues**a. New Customers**

AV should be given contact details for all new staff and students. PA to see P.Doran (BABS) about the best way of doing this.

b. Deliveries

Deliveries remaining in the store for long periods is again becoming a problem. BEES staff and students are reminded to pick up any deliveries as soon as possible after they arrive. AV to contact RF whenever deliveries arrive for any of the geology staff.

c. AV on Leave

From August 8-15 inclusive, the store will be open from 9am to 1pm only.

From August 8-15 inclusive, the store

4. Business Arising from the Minutes**a. OHSC Safety Inspection Schedule**

DH to send July/August schedules by August 2.

DH to send July/August schedules by

b. Regulator Testing

Regulator inspected and was determined not to pose a problem.

Regulator inspected and was determined

c. Acid Spill

Due to absences, DH/CM still to see D.Cohen re risk assessments and safety training for aqua regia work. RF and CM to see him about this issue, and update next meeting.

Due to absences, DH/CM still to see

- d. ET&T Cowan** Testing was unable to be done on the scheduled date. DH to reschedule testing, probably some time in September.
- e. Fire Blankets in Tearooms** There is no isolation switch for the stove in the tearoom.
- f. Firearms Storage** DH to organise a meeting to discuss firearms storage in late August/early September. C.Herbert to investigate possible firearms storage at Cowan field station and other issues re new dart gun.
- g. Gas Leak** Issue still being investigated by Facilities. DH to update.
- h. Room 447** Hazard report re microbiological contamination received from EM. DH to discuss issue with Zone maintenance staff.
- i. BEES Website** Website update completed. RF to investigate possible problems with some of the links. DH to review website.
- j. Leak into G20** BEES informed of procedure to be followed when leaks into teaching areas occur.
- k Tendonitis** BEES informed of problems arising from repetitive movements, both during computer use and during lab work.
- l. Injury Collecting Firewood** BEES have been informed re hazard of breaking up large pieces of wood and of the undesirability of collecting firewood in the first place.
- m. School Boat Policy** Issue of boat use by outside groups and visitors discussed with I.Suthers. DH has tried to arrange a meeting with P.Hallam (SIMS) re OHS issues concerning BEES staff at the institute. DH to report to next meeting.
- n. AQIS Requirements** RF has asked that BEES be kept informed about AQIS requirements.
- o. WorkCover Audit** BEES was not involved in the audit. By the end of the year, DH to ensure that all OHS documentation is brought up-to date.
- p. PPCE Guideline** RF sent comments re draft guideline.
- q. Chairpersons' Meetings** Meetings to be held on an ad hoc basis. RF to attend next meeting on August 13.
- r. High Street Closure** To be discussed at the next Level 2 OHSC meeting. RF to update.

5. Hazard/Incident/Injury Reports

- a. Foot Injury** Staff member injured foot when he stepped on a rusted star picket. In future boots with tougher soles to be worn.
- b. Tree at Smiths Lake FS** Large branch fell on one of the buildings at the field station. Risk assessment of several trees near the building has been requested. DH to update next meeting.

6. Emergency Evacuation System

- a. EWIS Upgrade** Regular emails re progress sent. Most work will soon be finished, except for the installation of the indicator panels, probably in September. Project is due for completion on October 29.
- b. Current EWIS System** The old system continues to function poorly. CM to continue discussions with Facilities Management re problems.

7. Other Issues

- a. Manifold System in 517** DH to check that all OHS documentation is in place.

b. Zodiac Non-Compliance Zodiac is not supposed to be used for open-ocean work. I.Suthers to deal with issue. DH to update next meeting.

c. Windows in 456 Some windows were in danger of falling. Have since been secured. CM to check safety status of other windows in the Link Wing with Zone maintenance staff.

d. Injury Repairing Equipment Workshop staff member was injured repairing a piece of equipment. In future, wherever possible, please send the relevant manual with any piece of equipment to be repaired by the workshop.

e. OHS Awareness This course, which is mandatory for all new staff, is arranged on an "as needed" basis. CM to forward BEES names to LI. RF to update website to ensure all staff are aware of this mandatory training.

8. Date of Next Meeting

Thursday, 6th September 2007, at 9.00am in Room 608.

Meeting ended at 10.12am.

Items requiring no further action: 4b, 4e, 4j-1, 4p, 4q, 5a, 7d.