

**Acronyms and initials used:**

BEES	School of Biological, Earth and Environmental Sciences
CM	Chris Myers
DC	David Cohen
DH	David Hair
JW	Joanne Wilde
LI	Lance Islip
LW	Laura Warman
OHS	Occupational Health and Safety
OHSC	Occupational Health and Safety Committee
OHSMS	Occupational Health and Management System
RA	Rosa Ascencio
RF	Rad Flossman
SIMS	Sydney Institute of Marine Science

Meeting began at 2.05pm. Present: DH, RF, CM, DC, RA, JW

**1. Apologies**

LI, LW

**2. Minutes of the Previous Meeting**

Confirmed

**3. Action Items and Matters Arising from the Previous Minutes**

- 3.1. Firearms Storage** Most recent firearms spreadsheet given to DC. DH to update list by next meeting. Permit for dolphin biopsy gun renewed. Four persons authorised to use it.
- 3.2. SIMS Issues** Reports of OHS inspection given to SIMS manager and to I.Suthers. Meeting with Facilities Management has since occurred to schedule corrective actions for Building 2.
- 3.3. Budget** DH to prepare a draft budget for the rest of 2008.
- 3.4. Training** Training plan completed as fully as possible although there was a poor response from supervisors.
- 3.5. Safe Work on Roofs** Due to large gap at its base, and severe rust damage in some sections, railing on Wallace Wurth roof is likely to be refurbished. DH to update next meeting.

**4. Correspondence In and Out**

Nil

**5. Chairperson's Report**

Next Level 2 meeting scheduled for 27 August. RF/JW to attend.

**6. Progress on OHSMS Implementation Plan**

Registers are still under development. Population of databases continues.

## **7. Inspection, Testing and Monitoring Program**

- 7.1. Workplace OHS Inspections** Fourteen inspection reports submitted since last meeting. DH to issue August OHSC inspection schedule by August 8.
- 7.2. Electrical Testing and Tagging** Number of items tested in July: 44
- 7.3. OHS Audits** No audits.

## **8. OHS Training Program**

- 8.1. Training Needs Analysis** See Item 3.4
- 8.2. Training Plan** See Item 3.4 above
- 8.3. Training Completed** Since last meeting ten general and three lab specific inductions have been done. Two people have completed the Lab Safety Awareness course. Twenty seven people have completed the Green Lab introductory module, and 23 have completed the chemicals module.

## **9. First Aid, Emergency and Security**

- 9.1 First Aid** Field first aid kits have been updated, and now include some single use items. JW to remind first aiders to check the kits for which they are responsible. JW to advise supervisors of the contents of field first aid kits.
- 9.2. Emergency** Annual wardens' meeting was held on 25.7.08. Meeting discussed problems identified from the April evacuation drill. The next drill will be a lockdown followed by an evacuation in late November.
- 9.3. Security** No issues.

## **10. Changes to Workplace**

Room 521 is being cleaned up. The microscopes are being transferred, probably to Room 414. DC to discuss with CM how best to rearrange Room 521 to minimise OHS hazards. Room G12 is also being modified.

## **11. Hazard and Incidents Reports and Review**

Nil this month.

## **12. Corrective Actions Review and Update**

See Item 6 above.

## **13. OHS Hazard and Risk Register Review and Update**

Register under review. DH to update next meeting.

## **14. New Business**

Nil.

## **15. Business Without Notice**

- 15.1. Website** The BEES OHS website has been updated re the details of the new members of the OHSC.
- 15.2. Rad Flossman** Rad was thanked for the work he has done over the past six years, especially as OHSC chairperson.

## **16. Next Meeting and Future Dates for the Year**

**Next meeting:** Thursday, September 11, at 9.30am in Room 609 Biological Sciences.

**Future Meetings:** Thursday, October 16. Other dates to be advised.

**17. Close of Meeting**

Meeting closed 2.46pm