

**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
EWIS	Emergency Warning Information System
JW	Joanne Wilde
OHS	Occupational health and safety
OHSC	Occupational Health and Safety Committee
PS	Peter Steinberg
RF	Rad Flossman

Meeting began at 9.08am.

Present: RF, CM, DH, PS, AK

**1. Apologies**

AMB, JW

**2. Minutes of the Previous Meeting**

Confirmed

**3. Business Arising from the Minutes**

**a. Emergency Evacuation System** Evacuation exercise has been postponed until after the end of session. There is no timetable yet for moving the EWIS panel. CM is trying to find out if the speakers will be upgraded at the same time. CM to update next meeting.

**b. AV Intro to Safety** DH has received compact disc from D.Perdriau. DH to arrange viewing at next meeting.

**c. WorkCover Audit** RF presented copies of a summary of the WorkCover corrective actions report. All members to review document and present comments to next meeting.

**d. Electrical Safety in Boatshed** Item held over due to JW's absence.

**e. Electrical Tagging and Testing** Testing by contractor to begin on November 10<sup>th</sup> and continue for four weeks. Contractor to meet with RF one week beforehand. CM to get Safety Tester tested by next meeting.

**f. Firearms** P.Banks has applied for gun licence. Users of the dart gun at Cowan will need to sit the Firearms Safety Test in due course. D.Croft has yet to reply re situation at Fowlers Gap. DH/AMB to update next meeting.

- g. OHSC Safety Inspection Schedule** All members of the OHSC have been sent the September inspection schedule. DH to send October schedule by October 3<sup>rd</sup>.
- h. Tagging and Testing Courses** Advertising of course via Technet has had one response. Further advertising is being undertaken. RF to see Bob Armstrong (UNSW OHS Unit) about a course that he organised. RF to update next meeting.
- i. First Aid Boxes** CM reported that having Medic Response check and refill first aid boxes is likely to be too expensive. All first aiders to be responsible for checking a proportion of the school first aid boxes. JW to co-ordinate checking. JW to update next meeting.
- j. Signage for Teaching Labs** No action yet re G01 emergency exit or flammable liquids cabinets. Action: DH by next meeting.
- k. Uneven Pavers outside Biol. Sciences** According to T.Watterson (Campus Services), problem has been fixed.
- l. Storage of Biological Teaching Specimens** DH to reorganise distribution of specimens and to investigate possibility of diluting preservative. DH to update next meeting.
- m. Ross River Disease** Injury report received of case of Ross River caught at Smiths Lake. Current controls to be continued. OHSC to monitor rate of Ross River or Barmah Forest infections at Smiths Lake.
- n. Workplace Inspection Checklists** The revised checklists now on the BEES website are to be used for all future workplace safety inspections.
- o. Acetic Acid Storage in LG26** A response has been received from M.Lavin (UNSW OHS Unit). H.Godthelp is checking storage options. DH to update next meeting.
- p. OHS Training for Supervisors** D.Ramp and R.Merton attended September course. Those who missed the August course have been rescheduled for October or December. DH to book S.Griffith for this training.

#### 4. Hazard/Incident/Injury Reports

- a. Minor Cut** First Year Biology student cut finger while sectioning plant material. Current control measures to continue.
- b. R.Ascencio** Light globe in growth cabinet fell on her head. No injury. DH to investigate and report to next meeting.
- c. I.Wainwright** Arm injury resulting from previous work practices. All such practices have now ceased.

#### 5. Other Business

- a. Committee Training for P.Steinberg** DH to organise relevant training.

#### 6. Date of Next Meeting

October 16<sup>th</sup>, 2003 at 9am in Room 552C.

Meeting closed: 10.15am.