

**Acronyms and initials used:**

AK	Andrew Kinsela
AMB	Mike Beal
AV	Anton Vogels
BABS	School of Biotechnology and Biomolecular Sciences
BEES	School of Biological, Earth and Environmental Sciences
BSS	Biological Sciences Store
CEIC	School of Chemical Engineering and Industrial Chemistry
CM	Chris Myers
DG	Dangerous Goods
DH	David Hair
EWIS	Emergency Warning Information System
FLC	Flammable Liquids Cabinet
GMO	Genetically Modified Organism
JW	Joanne Wilde
OHS	Occupational Health and Safety
OHSC	Occupational Health and Safety Committee
PAT	Portable Appliance Tester
PPE	Personal Protective Equipment
PS	Peter Steinberg
RF	Rad Flossman
RMU	Risk Management Unit
RTA	Roads and Traffic Authority

Meeting began at 9.38am.

Present: RF, DH, PS, JW, CM, AMB, AV

**1. Apologies**

Nil

**2. Minutes of the Previous Meeting**

Confirmed

**3. BSS Issues**

RF welcomed AV to meetings of the BEES OHSC. His status is that of an observer rather than an elected or appointed member of the committee.

**a. Lack of Space**

Due to space constraints in the BSS, parcels, including clean labcoats, must be collected, or arrangements made for longer storage, within two days of their delivery. If this request is ignored, orders will be cancelled. By next meeting DH to email BEES re this issue, and AV to obtain email addresses of all BEES staff/students from L.Mazzaroli.

**b. New Products**

Dettol wipes, Pine-O-Clean, pens for writing on eppendorf tubes. By next meeting JW to check suitability of Dettol wipes for use in first aid kits.

**c. Winchester Carriers**

No glass winchesters may be carried unprotected from the BSS. Baskets and plastic containers are available from the store. AV to provide signs and to place a warning to this effect on the BSS website by next meeting.

**4. Business Arising from the Minutes**

**a. Emergency Evacuation System**

Distortion of EWIS messages on 6<sup>th</sup> Floor due to speakers being too powerful for the system. On the 5<sup>th</sup> floor repairs are held up because replacement parts are no longer made. CM is trying to be included in the distribution list for information on system repairs/maintenance. CM to update next meeting.

**b. Firearms**

D.Croft licence paperwork still not finalised. AMB to ask T.Dawson to destroy old dart gun. AMB to update next meeting.

**c. OHSC Safety Inspection Schedule**

September schedule distributed. DH to distribute October schedule by September 30<sup>th</sup>.

**d. After Hours Work Policy**

BEES policy drafted. DH has met with E.Hegedus (BABS) re adoption of common policy. By next meeting RF/DH to meet with PS about adoption of draft policy. DH to update next meeting.

**e. Risk Management for Supervisors**

J.Triantafilis attended the September course. DH to ensure all other eligible staff are booked onto first available courses in 2005.

**f. Eye Injury to Student**

No reply yet from W.Sherwin re availability of better eye PPE. DH to update next meeting.

**g. Gas Cylinder Regulators**

R.Szczepanski (RMU) has advised that new regulators need not necessarily have safety valves, and that manifolds may only need a visual inspection and a soapy water test. Further information needed. RF to update next meeting.

**h. Work Experience Students**

Draft UNSW Visitor Protocols now include reference to work experience students. RF to update next meeting.

**i. Fire Blankets**

Works and Services for fire blankets has been sent to Facilities. DH to update next meeting. By next meeting JW to ask that fire blankets in Rooms 401 and 402 be attached to a wall in each room.

**j. Sample Risk Assessments on Website**

Still not done. DH to do so by next meeting.

**k. Risk Assessment Update**

Has been done.

**l. CEIC Chemical Inventory System**

System has been amended for use by BEES. CM to receive copy of software next week. CM to update next meeting.

**m. Students Blocking Corridor**

First Year Biology labs are to be opened at five minutes to the hour. CM/DH to report to next meeting if this reduces the number of students impeding access to the BSS.

**n. RTA Logbooks**

Are to be used by all drivers of vehicles with seating for more than eight persons.

**o. FLCs and Corrosives Cabinets**

Information still not updated. DH/RF to do so by next meeting.

**p. Dangerous Goods Checklist**

Comments sent to L.Islip (RMU).

**q. Room 601**

Provision of a second exit from this postgrad room is too costly. By next meeting DH to provide sign re how to obtain alternative egress in an emergency.

**r. Wearing of PPE in Research Labs/Room 401**

DH to remind PS to distribute policy re wearing of PPE to BEES staff and students. RF to raise issue of wearing PPE at next Level 2 OHSC meeting.

**s. Safety Card**

Safety card for distribution to visitors, contractors etc. has been drafted. Sent to L.Islip (RMU) for comment. RF to update next meeting.

**t. Fieldwork Plan/Notification Form**

No change yet to current practice for submission of forms. DH to report proposed changes to next meeting.

**u. OHSC Checklist**

Is useful for self-assessment by BEES OHSC. RF to inform L.Islip (RMU).

**v. Visitor Protocols**

Comments sent to L.Islip (RMU).

**w. Training for DG Transport**

Training too expensive in relation to the frequency and amount of DG that might require transportation by air. In the unlikely event that DG have to be transported, assistance with packaging will be requested.

**x. Guidelines for UNSW Risk Register**

Minor changes made to draft document. Amended draft sent to K.Richardson (RMU).

**y. First Aid Kits**

Kits monitored by A.Robbie have been distributed among the other first aiders. All lists of first aiders have been updated both on the kits and also on the BEES website. D.Yu to check kits in BEES area in Applied Science.

**z. OHS Documents in Electronic Form**

All OHS documents on the website are now available in word form, except for the Volunteer Form. RF to convert this form by next meeting.

**5. Hazard/Incident/Injury Reports**

**a. Foot Injury**

Cupboard door fell on foot of demonstrator in Room G01. By next meeting DH to ensure door is repaired.

**b. Razor Blade Cut**

Student cut while trimming wax block. Improved cutting technique adopted.

**6. Loan of PAT**

RF to inform S.Dixon (Workshop) that it is more appropriate to borrow the BABS PAT rather than the BEES electrical tester. Other requests for use of the BEES PAT will be assessed by CM on a case by case basis.

**7. Report from Level 2 OHSC**

RF reported that the following items were discussed:

**a. Work Experience Students**

**b. After Hours Work Policy**

**c. Feedback on DG Checklist**

**d. Accident/Incident Statistics**

**e. OHS Representation of Faculty Services Groups**

**f. National Driving Hours Regulation**

**g. New Hazard, Incident and Investigation Forms**

Only the new hazard report form is currently available on the UNSW OHS website.

**h. Visitor Protocols**

**i. Electrical Equipment Testing**

**j. New RMU Training Coordinator**

New person in this position is Marnie Kenny.

**k. Emergency Preparedness Survey by Emergency Management Unit**

**l. Lab Safety Awareness Course**

This is an introductory course. It does not replace relevant specialised training courses.

**8. Other Business**

**a. Electrical Testing and Tagging Policy**

RF to put UNSW policy and BEES protocols on BEES website by next meeting.

**b. Asbestos at Cowan**

Tests showed that wall that is broken around door in storeroom contains asbestos. Facilities to repair wall on September 17<sup>th</sup>. DH to update next meeting.

**c. Storage of GMOs**

Storage of GMOs by G.Hyde has been approved by A.Janssen (RMU).

**d. Labs Using Unsealed Radiation Sources**

It is a new requirement that such labs be registered. DH has asked W.Sherwin to register his laboratory with the appropriate authority by September 24<sup>th</sup>, as requested by RMU.

**9. Date of Next Meeting**

Tuesday, October 26<sup>th</sup>, at 9.30am in Room 552C

Meeting ended at 11.20 am

Items requiring no further action: 4k, 4n, 4p, 4v-y, 5b, 7a-1, 8c.

Items not requiring action by next meeting: 4e