

Acronyms and initials used:

AK	Andrew Kinsela
AMB	Mike Beal
ANU	Australian National University
AV	Anton Vogels
BEES	School of Biological, Earth and Environmental Sciences
BSS	Biological Sciences Store
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
PA	Paul Adam
PPE	Personal Protective Equipment
RF	Rad Flossman
RMU	Risk Management Unit
UNSW	University of New South Wales

Meeting began at 11.36am.

Present: DH, CM, PA, AMB, AV, RF, AK

1. Apologies

JW

2. Minutes of the Previous Meeting

Confirmed

3. BSS Issues

a. Access to Loading Dock

Lines not yet painted. DH to update next meeting

Sign has been erected.

b. Store Line Management

S.Rees. AV to update next meeting.

AV still to meet with

c. Laundering Lab Coats

have been informed. New system is working well.

Relevant staff members

d. Other Issues

i. Deliveries

AV to remind store customers once again that deliveries must be picked up as soon as possible, especially when there are special storage conditions involved. If customers are unable to pick up a delivery in a timely manner, then they must make arrangements with someone else to do so or they must make a special arrangement with Anton re storage. RF to put this information on the BEES website.

4. Business Arising from the Minutes

a. Firearms

T.Dawson has offered to become the firearms licencee at Fowlers Gap. Registration of the .22 rifle still needs to be finalised. AMB to update next meeting.

- b. OHSC Safety Inspection Schedule** September schedule distributed. October schedule also distributed.
- c. Compliance in Wearing of PPE** DH/CM have visited some classes to monitor compliance. Further instances of inadequate footwear and of lack of labcoats were found. Supervisors and students were informed of these inadequacies. DH to again remind supervisors of the necessity for adequate PPE and footwear in labs. CM/DH to continue inspections.
- d. Dangerous Goods Inventories** No further information from RMU since last meeting. CM to contact M.Lavin (RMU). CM/DH to update next meeting.
- e. Headphones in Computer Labs** Old headphones have been removed from computer labs. New ones are available from the Union store. Supervisors of labs/students have been informed.
- f. ET&T of Student Items** See Item 8.
- g. Ducting from Museum of Human Disease** No further information. DH to update next meeting.
- h. Handwashing Facilities in Labs** See Item 8.
- i. Cut Hand** AK still to ensure injury report is received.
- j. Samuels First Aid Kits** JW was to have asked workshop staff to mount two kits in Samuels Lower Ground and one kit in Biological Sciences Room 510. Issue deferred due to absence of JW.
- k. Samuels Emergency Response Team** CM to remind Samuels SECO that volunteer emergency response personnel in Samuels Lower Ground need training. CM to try to recruit further volunteers.
- l. Eye Injury** Injury report received from student who suffered a minor eye injury while cleaning bird cages. Safety goggles to be worn in future.
- m. Smiths lake Surf Camp** DH to liaise with Great Lakes Council re safety issues arising out of widening of Horsepoint Rd, Bungwahl.

5. Hazard/Incident/Injury Reports

- a. Twisted Ankle** Volunteer injured ankle on field trip. Advised to take more care and take safer routes in future.
- b. Torn Muscle** Student injured playing cricket on field excursion. Cricket not to be played.
- c. Finger Cuts** Two students injured cutting sunflower seeds. Clearer instructions/additional warnings to be given by class demonstrators.
- d. Possible Diving Incidents** Two staff members suffered injuries that were possibly related to diving. As a precaution one was treated in a hyperbaric chamber. The other was kept under observation for a few hours. Both were restricted from diving for four weeks.
- e. Computer-induced Muscle Injury** Staff member suffered muscle problems and headaches. Advised to buy new computer chair, take regular breaks, reorganize his workspace, and to have an RMU workplace ergonomic assessment. RF to update next meeting.

6. Emergency Evacuation System

a. EWIS Upgrade

Three fortnightly meetings of the project team for the upgrading of the EWIS have been held. New project manager appointed. Work is expected to be completed by about April-June 2006.

b. Incident on 22.9.05

Break glass vandalism in Wallace Wurth caused partial evacuation of the Wallace Wurth and Biological Sciences buildings.

7. Electronic Form Submission

RF/DH to investigate feasibility of all OHS forms being submitted and approved electronically. Hard copies of all such forms must, however, always be kept.

8. Level 2 OHSC Report

The following issues of relevance to BEES were discussed:

- a. E-Spot is no longer an option for ET&T of student items. Level 1 OHSC is looking for an alternative venue.
- b. All new labs are to have hands-free taps installed. Installation in existing labs will depend upon funding being available.
- c. Facilities have finally accepted responsibility for maintenance of a hoist in Materials Science and Engineering. Take-home message: Don't give up in trying to ensure Facilities accepts its OHS responsibilities.
- d. Headphones now available. See Item 4e above.
- e. Barbecue fire discussed. All schools to notify Facilities re barbecue events. Risk assessments necessary.
- f. Ross River incident discussed. Level 2 OHSC to monitor the situation.
- g. Freezer at ANU exploded and caught fire. Implications for UNSW to be advised.
- h. Faculty of Science Report included robbery incidents. BEES staff/students already advised.
- i. Laboratory Safety course run by RMU is being updated.
- j. UNSW has sent a response to the OHS Act 2000 review.
- k. Risk Rating system discussed. Committee members generally agreed it was inadequate and confusing. Issue to be raised at next Level 1 OHSC meeting.

9. Other Issues

a. Emergency Evacuations from Lecture Theatres

RF to find out what has happened re ensuring such evacuations can be carried out in an organised manner.

b. Remote First Aid

Course scheduled for 21 October. Ten participants so far.

c. Safety Items

RMU has passed on information re safety items. DH to inform BEES staff/students of availability of sun shelters.

10. Date of Next Meeting

Thursday, October 20th, at 9am in Room 608.

Meeting ended at 1.05pm, far longer in duration than last month's meeting.

Items requiring no further action: 3c, 4e, 4h, 4l, 5a-d, 8, 9b.