

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
OHSMS	Occupational Health and Safety Management System
OHS&WC	Occupational Health and Safety and Workers' Compensation Unit
PA	Paul Adam
RF	Rad Flossman
SECO	Sector Emergency Control Officer
SIMS	Sydney Institute of Marine Science
UNSW	University of New South Wales

Meeting began at 9.05am. Present: DH, RF, CM, PA, AV.

1. Apologies

EM, LI, AMB, JW

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 still to see P.Doran (BABS) about the best way of doing this.

b. Store Procedures

All staff and students must follow BSS procedures. AV to put a sign on the main door re hazardous liquids not being available unless the store customer has an approved carrier. Also, no staff or students are allowed to enter the store during closure periods unless they have made a prior arrangement with the BSS Manager. DH to remind BEES of these issues.

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

September schedule already sent. DH to send October schedule by September 26.

b. Acid Spill

Risk assessments received from D.Cohen. DH to follow up if necessary.

c. ET&T Cowan

Testing rescheduled for September 25.

- d. Firearms Storage**
discuss issues with her when she returns.
- e. Gas Leak**
DH to update next meeting.
- f. Room 447**
Safety) to inspect lab. DH to update next meeting.
- g. BEES Website**
outdated. Some links are to obsolete forms. DH/RF/CM to update old information.
- h. School Boat Policy**
re OHS issues concerning BEES/Science staff at the institute. DH to report to next meeting.
- i. AQIS Requirements**
informed about AQIS requirements.
- j. WorkCover Audit**
documentation.
- k. High Street Closure**
proposed.
- l. Tree at Smiths Lake FS**
National Parks. No reply as yet. DH to update next meeting.
- m. Manifold System in 517**
J.Triantafilis to find out if regular testing is required. DH to discuss issue with LI.
- n. Zodiac Non-Compliance**
until the issue is resolved, possibly in October. DH to update next meeting.
- o. Windows in 456**
necessary. CM to fill out hazard form to ensure there is a documented record.
- p. OHS Awareness**
course. RF to update website, probably under Inductions, so that supervisors are aware of their responsibilities in this area.

C.Herbert away for some weeks. DH to

Gas control system to be placed in G01.

A. Janssen (OHS & WC Biological

Some information on the website is now

Meeting arranged with P.Hallam (SIMS)

RF has asked that BEES be kept

DH to continue updating BEES

LI to find out from Security what is

M.Tate (Facilities) has passed issue to

All documentation in place.

No open ocean work is being carried out

Windows checked and sealed as

Two members of staff attended this

5. Hazard/Incident/Injury Reports

- a. Evacuation on 14.8.07**
confirmed to have failed. Problem reported to Facilities Management. CM to update next meeting.

PA system on Ground Floor was

6. Emergency Evacuation System

- a. EWIS Upgrade**
work will soon be finished, except for the installation of the indicator panels, probably in September. Project is still due for completion on October 29.
- b. Evacuations**
month, due to vandalism and activation of smoke detectors. CM to see if smoke detector in 519 can be moved further from the furnaces.
- c. Deputy SECO**
Wallace Wurth.
- d. Loud Hailers**
crowd control.
- e. Glo-clothes**
clothes rather than hard hats.
- f. Goodsell Building**
Goodsell if BEES is allocated space there.

Regular emails re progress sent. Most

There were four evacuations in the last

A new Deputy SECO is needed in

CM to purchase loud hailers for use in

Wardens are to be issued with glo-

DH to investigate emergency system in

7. Report from OHS Network Meeting

- a. WorkCover Audit** UNSW passed audit although a number of non-conformances were detected, such as use of outdated forms, not all corrective actions on register, and lack of use of Pre/Post Purchase Checklist.
- b. Safe Work Australia Week** To be held 22-26 October. Staff and students are encouraged to become involved.
- c. OHSMS Implementation** Four problem areas have been identified: purchasing, OHS records, local document control, accountability. One outcome is the necessity for a quarterly OHS report from BEES to the Science OHSC.
- d. Electronic Resources** Issue of wider submission of OHS documents and registers electronically was discussed.

8. Report from Level 2 Meeting

Items of interest to BEES:

- a. Seawater Tanks** The tank stand supports have been cleaned of rust and extra supports added. These tanks should not be completely filled in future.
- b. OHSMS Documents** Many documents have been updated. Please use current forms, procedures etc at all times.
- c. Hydrofluoric Acid** Training course for users being devised.
- d. Workplace Inspections** Feedback to DH or RF is requested on how best to streamline the workplace inspection/corrective actions procedure, especially re administration.

9. Other Issues

Nil

10. Date of Next Meeting

Thursday, 18th October 2007, at 9.00am in Room 608.

Meeting ended at 10.50am.

Items requiring no further action: 6a, 6c, 6e, 7a-d, 8a-d

Items requiring action at a later date: 4i, 4j