

Acronyms and initials used:

BEES	School of Biological, Earth and Environmental Sciences
CATS	Centrally Allocated Teaching Space
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
PPCE	Personal Protective Clothing and Equipment
RA	Rosa Ascencio
RCD	Residual Current Device
RM	Ray Merton

Meeting began at 9.35am. Present: DH, CM, DC, RA, JW, RM

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** DH to update list as soon as he receives most recent information.
- 3.2. Budget** DH to prepare a draft budget for the rest of 2008.
- 3.3. Safe Work on Roofs** According to advice received subsequent to this meeting, work is scheduled to commence on the Wallace Wurth railing in mid-September.

4. Correspondence In and Out

Nil

5. Chairperson's Report

Level 2 meeting held on 10.9.08.

Items relevant to BEES:

- 5.1.** RCD's are being tested and replaced as required. A list of areas covered by RCD's is to be provided. JW to ask LI about portable RCD-protected equipment.
- 5.2.** Flammable gas cylinders, including barbeque cylinders, must have flame arresters. JW to ask LI about how arresters will be provided.
- 5.3.** A subcommittee is examining the revised PPCE guidelines.
- 5.4.** Evacuations from Biomed Theatres are supposed to be facilitated by screensavers on the video projectors and by signs outside the theatres. DH to remind BEES staff and students that the nearest fire exits are to the south of the theatres.

- 5.5. Sony Vaio laptops can get very hot. For repairs ring 1300137669. JW to ask S.Laffan how many of these laptops are used in BEES.
- 5.6. An audit tool has been completed for use in Faculty OHS audits. LI will provide web address.
- 5.7. New information re handling and storage of corrosives will be provided by LI.
- 5.8. All laser pointers are now regarded as weapons, and cannot be carried on your person without a valid reason. DH to email latest information to BEES academic staff.
- 5.9. In several CATS rooms, fire extinguishers have not been checked recently. JW/DH to check which ones by September 12, and report to Facilities.

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** No inspection reports submitted since last meeting. DH to issue September OHSC inspection schedule by September 12.
- 7.2. **Electrical Testing and Tagging** Number of items tested in August: 9.
- 7.3. **OHS Audits** No audits.

8. OHS Training Program

- 8.1. **Training Needs Analysis** Still under development.
- 8.2. **Training Plan** Still under development.
- 8.3. **Training Completed** Since last meeting six general, one autoclave use and three rock-crushing room inductions have been done. One person has completed the Lab Safety Awareness course. Twenty eight people have completed the Green Lab introductory module, and 28 have completed the chemicals module.

9. First Aid, Emergency and Security

- 9.1 **First Aid** JW asked first aiders to check the kits for which they are responsible. JW still to advise supervisors of the contents of field first aid kits.
- 9.2. **Emergency** Evacuation in Wallace Wurth triggered by smoke alarms showed that the “Do Not Enter” signs appear to be working well. Staff and students are reminded there is no need to evacuate until there is a direction to do so.
- 9.3. **Security** No issues.

10. Changes to Workplace

- 10.1. Room G12 modification is scheduled for November
- 10.2. Swipe card access to the Wallace Wurth roof is being installed.

11. Hazard and Incidents Reports and Review

- 11.1. **Lift-induced Injury.** A staff member injured his face and leg when he tripped over a trolley as he tried to push it out of a lift which had not come level with the floor. The defective lift was reported to facilities.
- 11.2. **Light Ballasts.** Two verbal reports were received of burning light ballasts. CM to follow up and report to next meeting.

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

14.1. Tidy Work Areas. RM to suggest to DC that tidiness of work areas (when not an OHS issue) be included in OHSC workplace inspections.

15. Business Without Notice

15.1. Workload Stress DH to raise this issue with LI.

16. Next Meeting and Future Dates for the Year

Next meeting: Thursday, October 16, at 9.30am in Room 609 Biological Sciences.

Future Meetings: Thursday, November 20 and Thursday, December 18. 2009 dates to be advised.

17. Close of Meeting

Meeting closed 10.35am