**BEES Health and Safety Consultation Committee**

**Minutes of Meeting Held: 09\textsuperscript{th} of December 2015**

Distribution: All BEES, Mark Tilley, Theresa Kahwati, Lance Islip, & Leena Koop

Acronyms and initials used:

- **BEES**: School of Biological, Earth and Environmental Science
- **BS**: Bronwen Smith (CCRC Rep)
- **CA**: Corrective Action
- **CES**: Centre for Ecosystem Science
- **CM**: Chris Myers (Professional Staff Rep)
- **DC**: David Cohen (BEES Head of School)
- **EERC**: Evolution and Ecology Research Centre
- **ET&T**: Electrical Testing and Tagging
- **FA**: First Aid
- **FG**: Fowlers Gap
- **FM**: Facilities Management
- **H20**: Harm to Zero Online Reporting System
- **H&I**: Hazard and Incident
- **HS**: Health & Safety Consultation Committee
- **HSCC**: Health and Safety Consultation Committee
- **JW**: Joanne Wilde (Professional Staff Rep and Committee Chairperson)
- **KC**: Katie Coleborn (CWI Rep)
- **LI**: Lance Islip (Faculty of Science HS Coordinator)
- **ME**: Malte Ebach (Academic and Research Staff Rep)
- **MH**: Mental Health
- **MT**: Mark Tilley (Fowlers Gap)
- **PM**: Penny McCracken (BEES Health & Safety Manager & Committee Secretary)
- **PG**: Post Graduate
- **RAIA**: Risk Advisory and Internal Audit
- **SAT**: Self Audit Tool
- **SB**: Simone Birrer (Student Rep)
- **SS**: Shinoo Swapnil
- **UNSW**: University of New South Wales
- **WHS**: Work Health and Safety

Present: CM, DC, JW, KC, SB, and PM

<table>
<thead>
<tr>
<th>Date</th>
<th>9\textsuperscript{th} December 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>14 0</td>
</tr>
<tr>
<td>Place</td>
<td>D26 608</td>
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**Preparation Note**

Minutes of previous Meeting 10\textsuperscript{th} November 2015 - in meeting request

H20 reports: HS Coordinators report, and HIW and CA 5 year report – emailed with agenda

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Report from</th>
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<tbody>
<tr>
<td>1. Welcome and Apologies</td>
<td>JW</td>
</tr>
<tr>
<td>ME, MT, SB</td>
<td></td>
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<tr>
<td>2. Approval of Minutes from previous meeting – minutes approved</td>
<td>JW</td>
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<tr>
<td>3. Action items and matters arising from the previous meeting</td>
<td>PM</td>
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<tr>
<td>3.1 BEES Website (Chemical Safety page) – in progress, Shinoo is back and has started the revision.</td>
<td>PM</td>
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</table>
### 3.2 BEES Safety Culture
- Office Safety Tool Kit, complete, send out on Tuesday the 12th of January
- Tick kits – complete, send out on Tuesday 15th
- Power boards and leads – PM to write and send to FM for checking, via Rohan

**PM/JW**

### 3.3 Progress with purchase of fieldwork safety communication equipment (via Sharon Ryall) & equipment management software
Deferred to next meeting

**PM**

### 3.4 SafeSys
- Archiving information in help and knowledge section
- UAT testing improvements to timing out still requires the person to click “Save and Submit” or “Save as Draft” to save the form in the system
- Next is Mac users, then Archiving

**CM**

### 3.5 Focused workplace inspections – list target labs, set dates, give notice to lab manager (housekeeping) **Matter closed**

**PM (see 7.2)**

### 3.6 Cleaners entering laboratories **HS908 Cleaning in Moderate to High Risk UNSW Facilities Procedure** PM emailed 04/12/15, **Matter closed**
- & spill kit signs consultation completed (thanks Mira) and sent out as part of December HS Newsletter 03/12/15 **Matter closed**

**LI/PM**

### 3.7 Contractor HSE management System
- PM completed consultation document 11/11/15, **Matter closed**

**LI/PM**

### 3.8 BEES HSCC 2016 broaden representation from elected members with specialist skills or underrepresented groups
PM/CM/JW discussed looking for 3 people for a Feb 2016 start. Email before shutdown to get people thinking about it. **Agreed PM to send email via Chair**

**PM/CM/JW**

### 3.9 Improved seminar food and drink facilities in BEES & staffing issue
- Fridge ordered, sufficient power available in BEES car key room, **Matter closed**

**CM**

### 3.10 Inclusion of HS responsibilities and accountabilities in Position descriptions and specifying other health considerations as part of the selection procedure. CM has actioned for new professional staff hires. **Matter closed**

**CM**

### 3.11 On campus First aid kits: enough, too many, locations, contents, new building? Leave as is except remove kit from 448b **Matter closed**

**JW/PM**

### 3.12 Review and streamline procedures: the TR1 – redundant
- Tested not using TR1’s and managing this with the SCI-BEES Fieldwork Share drive facility, email notice for BEES written, has passed the LI, Francine and DC check, Email sent post Dec meeting 9/12/2015 **Matter closed**

**PM**

### 3.13 HS Safety Focus for 2016 – see HIW and CA 5 year report and item 5
- Agreed to focus **WPI** on housekeeping, chemical (labels, bar codes, storage) and electrical (extension leads, powerboards, and et&l).

**PM/ALL**
## 4. Communication In and Out

Examples may include:

4.1 Minutes from L1/L2 HS Committee
4.2 Emails from staff/students about health & safety issues/hazards.

a. Tick awareness / Tick Kill kits teaching and CES / HS newsletter **Matter closed**
b. Snake bite – bandages – found, not available right now **Matter closed**
c. Fieldwork flow diagram of forms and approvals / HS406 table – **PM to action**
d. Mental Health in the workplace – working group, met with CAPS, building website LI emailed to revise advice in supervisor training. JW to add MH back onto the agenda when website is ready. **Matter closed**

## 5. Review of Hazards & Incidents Reported

Items to discuss:

5.1 Summary of any injuries/hazards reported for school/unit - 1
5.2 Any injuries resulting in Workers Comp claims or time off work? - 0
5.3 Any investigations into incidents? - 0

**All /PM**

## 6. Corrective Actions Update

6.1 Progress on closing Corrective Actions from online reporting system – see 5 year report

<table>
<thead>
<tr>
<th>100%</th>
<th>939</th>
<th>Total Corrective Actions</th>
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<tbody>
<tr>
<td>97%</td>
<td>909</td>
<td>Closed</td>
</tr>
<tr>
<td>2%</td>
<td>15</td>
<td>Actioned - awaiting final review</td>
</tr>
<tr>
<td>1%</td>
<td>7</td>
<td>In progress - initiated</td>
</tr>
<tr>
<td>0%</td>
<td>1</td>
<td>Waiting FM</td>
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<tr>
<td>2%</td>
<td>22</td>
<td>Submitted - initial report made</td>
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**PM to contact supervisors with corrective actions not yet closed.**

## 7. Workplace Inspections and Electrical Testing & Tagging

7.1 Progress on completion of School/Unit Workplace Inspections – 3 areas

- Electrical engineering 401 – KC, LI, PM 30/11/15
- Herbarium rooms – ME, PM 4/12/15
- Glasshouse rooms – ME, PM, and area manager 4/12/15
- E&ERC (SEE lab, office, storage areas), deferred until February

7.2 **Any issues relating to electrical testing and tagging**

**PM to action** - email BEES what to do with tagged out items – dispose of or repair, if repair then needs to be retested. G12 ewaste will stay open for now.
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<table>
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<tbody>
<tr>
<td><strong>8. HS Training Update</strong></td>
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<td>8.1 Progress on new staff who have completed mandatory HS training</td>
<td>All</td>
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<td>No new staff</td>
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<td>8.2 Progress on completion of “Supervisor’s training”</td>
<td>CM</td>
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<td>No new supervisors. PM to check for people who haven’t completed yet in advance of the next scheduled training sessions 2016.</td>
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<td><strong>9. Progress on completion of online Self Audit Tool (SAT)</strong></td>
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<tr>
<td>9.1 Review of outstanding CAs for SAT in May</td>
<td>CM -&gt; PM</td>
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<td><strong>10. First aid, Emergency and Security Arrangements</strong></td>
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<tr>
<td>10.1 Review availability of First Aid Officers and Fire Wardens in all work areas.</td>
<td>All</td>
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<tr>
<td>10.2 Emergency</td>
<td>PM</td>
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<tr>
<td>10.3 Security</td>
<td>All / PM</td>
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<tr>
<td><strong>11. Changes to Workplace</strong></td>
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<tr>
<td>11.1 Any health &amp; safety issues/concerns raised in response to planned refurbishments or current refurbishments?</td>
<td>DC &amp; Update from each workgroup representatives</td>
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<td>11.2 Any HS issues concerns resulting from work practices or procedures</td>
<td>All</td>
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<td><strong>12. New business/Business without notice</strong></td>
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<td></td>
<td>All</td>
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<td><strong>13. Next meeting and future dates for 2016</strong></td>
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<tr>
<td>Thursday’s at 2 pm. <strong>Next meeting TBC February 18th 2016</strong></td>
<td>Chairperson</td>
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<td><strong>14. Close of Meeting</strong></td>
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<td>Chairperson</td>
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