Meeting began at 10:09

Present: WS, JW, KS, PMcC, BS, MT and CM

1. **Election of Committee Chairperson**  
   JW was elected unopposed for another term.

2. **Welcome & Apologies**  
   Apologies received from DC, ME, SB, KC and LI.

3. **Minutes of the Previous Meeting (15th April 2015)**  
   Minutes of the Meeting 15.04.15 were approved.

4. **Action Items and Matters Arising from the Previous Minutes.**
4.1 BEES HS Website. Nothing altered since last meeting except for the addition of the ET&T results from last November. Action: CM to continue to inform HSC Committee of changes at the next and subsequent meetings.

4.2 BEES Safety Culture. KS prepared an information slide for use in laboratory and preparation areas to raise awareness that it is essential that access to emergency facilities (safety shower/eyewash stations, fire extinguishers and fire doors) not be restricted or blocked. Action: KS to organise email to BEES School.

4.3 SafeSys Implementation PMcC/CM emailed fieldwork planning, approval and notification information using SafeSys to all BEES (11/5/15) to minimise potential confusion when the draft HS917 Fieldwork Procedure became available for consultation. CM reported that interns may be able to apply for zID using the OSA 2 form. CM also reported that the School Board approved (8/5/15) the change to Honours (Professional Skills) so all honours students from S2 2015 will now submit a SafeSys Activity for their projects. Questions were raised concerning the length of time SafeSys Activity Forms for honours project need to be preserved. Action: CM to discuss archiving of SafeSys Activity Forms with IT and record keeping duration in accordance with HS733 with UNSW HS Coordinators.

4.4 SciQuest rollout KS reported that issues related to the rollout and use of SciQuest are resolved. Users should use Firefox or Internet Explorer search engines as Chrome is not compatible with the SciQuest website. Also user must have the latest version of JAVA installed. Jaz Lawes has created a simple induction form for new users. Action: Item can be closed.

4.5. HSCC Administration – Election results CM noted that JW, KS and ME were elected unopposed (as there were no other nominations for the three HS representative positions) Action: Item can be closed.

4.6. Sit/Stand Workstations CM reported that the funding models within BEES determine what support is available for purchasing these workstations. BEES will have to pay for people whose medical advice from a GP recommends this option. However, if Research Centres control their own budgets then they are responsible for funding the purchase of these units. KS will show BS some cheaper alternative models that are now available. Action: Item can be closed.

5. Correspondence In and Out
5.1. Minutes from L1/L2 HS Committee CM circulated the April edition Science WHS Coordinator’s Report and noted that there has been a Faculty-wide issue regarding the completion of Mandatory HS Training for new starts.

5.2. Email from staff/students about HS issues/hazards. None
6. Review of Hazards & Incidents Reported

6.1. Hz0 reports  
CM reported 15 new entries in Harm to Zero since last meeting. 1 hazard in April and 2 hazards in May and the other 12 entries resulted from the BEES annual self audit. The April hazard (corroded storage cabinet) was located at Manly Vale and possibly belongs to the Faculty of Engineering. The 2 hazards reported in May related to plant and equipment (rusty hook and handbrake adjustment required to one of the School’s vehicles).

6.2. Injuries resulting in Workers Comp claims or time off work  
Nil

6.3. Investigations into incidents  
Nil.

7. Corrective Actions Update

7.1. Progress on closing Corrective Actions  
CM reported that 57 Corrective Actions had been listed in Harm to Zero in 2015. Approximately 35% of these are closed or Actioned. The high number of CAs list as either in progress or had yet to be actioned was attributed to the reports generated from the recent self audit and some staff who had been on leave. CM will follow up the outstanding CAs.

8. Workplace Inspections and Electrical Testing & Tagging

8.1. Progress with Workplace HS Inspections  
No building inspections since last meeting. CM reminded lab managers (26/5/15) to complete the annual audits/inspections for chemical storage and biohazards. Issues relating to workplace inspection for areas controlled by Centre for Marine Biology (CMB) were raised. It was suggested that a meeting be held as soon as possible with the new Director to discuss the management issues (6th Floor PC2 lab, funding and staff lists, etc.). Action: CM to arrange a meeting as soon as possible.

8.2. Electrical Testing and Tagging  
Some personal and / or laboratory items were tested in preparation for ocean fieldtrip on the RV Investigator. The ET&T machines require annual calibration and the old Seaward Supernova testing machine failing equipment due to internal fault. Decision should be taken to determine whether BEES keeps this machine in service or let it lapse. The machine should be kept for a few more years until all items tested and recorded in memory have been retested by contractors. Action: KS to review need for the Supernova testing machine.

9. HS Training Update

9.1. Progress on new staff completion of mandatory HS training  
CM to request a list of new starts for first six months of 2015 from LI and will follow up any persons who have not completed the mandatory training. MT requested information regarding Fowlers Gap HzO reports i.e. are they incorporated into the BEES report list.
Action: CM to follow this up with LI, especially with regards to fire extinguisher surveys, etc.

9.2. HS for Supervisors and Managers  
CM highlighted the mandatory training requirements for staff and research students at the BEES School Board Meeting (8th May) and emailed staff (27th May) regarding course schedule for 2015. Action: CM will personally email all staff members who are not current with regards to mandatory training.
9.3 New Online refresher training  
CM advised that an online office supervisor’s refresher course is still not available and the online refresher for WHS Awareness is easily completed in 10 minutes. It was queried whether the NSS HR System could send out automatic reminders when training currency expires. **Action: CM to investigate and report next meeting.**

10. Progress on completion of online Self Audit Tool  
CM reported that the annual Self Audit of BEES was completed before the end of May and scored 87%. Most non-conformances related to aspects of training and the need to complete annual hazardous areas and storage checklists. CM will close out the Corrective Actions by mid-August.

11. First Aid, Emergency and Security Arrangements  
11.1. First Aid  
CM noted that D26 would need a replacement First Aid Officer assigned to the Emergency Control Organisation. CM will discuss this with the Deputy Chief Wardens for the building.

11.2. Emergency  
No emergencies requiring mobilisation of the D26 ECO since last meeting.

11.3. Security  
No new security issues were raised.

12. Changes to Workplace  
12.1. BEES building related workplace changes.  
KS noted that there will be ongoing noise from construction for 7 weeks. The noise will impact most upon G01, G12 and the computing rooms G07 and G11. CM noted that the School should have Risk Management documentation in place for the development and transition to the new building. This document should highlight the processes of consultation given to the building occupants. **Action: CM/KS to discuss and develop RMF in SafeSys.**

12.2. HS issues resulting from work practices or procedures  
CM reported that emails were sent to the School regarding consultation for new draft HS Procedures and Guidelines. In particular, attention was drawn to the new Fieldwork Procedure document (HS917) and the revised HS406 Fieldwork Guideline. CM also noted that position descriptions needed to be reviewed to ensure generic and specific HS requirements are included in job advertisements e.g. may require heavy lifting or allergy testing prior to appointment). In addition, HS training requirements must be documented in the job analysis prior to writing the position description.

13. New Business/Business without notice  
13.1. Elected Representatives from Research Groups  
JW/CM suggested that the major research groups should be invited to elect a representative to the BEES L3 HSC Committee. WS stated that the representatives should mirror the School’s four major research divisions and that some groups might need two representatives to cover all activities. **Action: CM/JW to draft proposal for consultation for next meeting.**

13.2. UNSW Dive Safety Committee  
KS/CM reported that the Dive Safety Committee has sought a practical outcome to the chain of responsibility for this UNSW Committee. The Committee chair has requested clarification from the Dean of Science. The matter has been referred on to the DVC for Research. Once this matter is
resolved the UNSW Dive Safety Manual/Guideline can be reviewed and the document can be incorporated into UNSW Governance.

13.3. Fieldwork Emergency Communications JW reported that 2 new EPIRBS had to be purchased because the batteries in the existing units had exceeded the nominated expiry date. MT reported that Fowlers Gap was writing off the use of EPIRBS and replacing the emergency alert devices with Spot Trackers. These are used by NSW OEH and provide GPS locators and an opportunity to send a few simple standard text messages. **Action: JW/PMcC to review existing EPIRBS and to assess the capacity for Spot Trackers to replace existing use.**

14. Next Meeting and future dates for 2015 Next meeting between 10:00 – 11:30 am 29th July, 16th September, 28th October and 2nd December. All dates subject to confirmation.