Meeting began at 10:05

Present: DC, JW, ME, KS, PMcC, MT, LI and CM

1. Welcome & Apologies
MT was re-welcomed (FG Rep) via conference phone. Apologies received from BS, SB and KC.

2. Minutes of the Previous Meeting (8.12.14)
Minutes of the Meeting 8.12.14 were approved. Minutes from the meeting 18.2.15 were circulated but could not be accepted due to low attendance. Business discussed at that meeting was reintroduced and minuted at this meeting.

3. Action Items and Matters Arising from the Previous Minutes.
3.1. BEES HS Website.
CM added a note on the BEES HS web page to redirect users to the new UNSW Health and Safety site. The UNSW change
meant many of the links on the BEES site were broken. Many links to documents are now linked to the Forms and Procedures search page on the new UNSW Safety website. **Action:** CM to will check the links and continue to inform HSC Committee of other changes at the next and subsequent meetings.

### 3.2. BEES Safety Culture

KS/ME will canvas ideas to improve the BEES HS culture. Some thoughts included improving the School’s awareness of HSC Committee and circulation of the list of HS Reps so new worker inductions are correctly completed; production of an information sheet outlining what to look for when visually inspecting a portable electrical appliance for electrical safety. Also another suggested activity was to have regular School ‘research free’ days so that research groups could collectively ensure they addressed work that, if left incomplete, could result in HS breaches and subsequent WorkCover improvement notices and/or prosecution. **Action:** ME/KS to prepare next information slide.

### 3.3. SafeSys Implementation

PMcC informed the Committee that the enhancements to Safe Sys (Competencies, document confidentiality option and risk register development) were postponed due to planned maintenance of SharePoint. The School will be informed when the SafeSys enhancements are introduced. **Action:** CM to inform School when SafeSys enhancement is released.

### 3.4. SciQuest rollout

KS mentioned that she was about to attend a meeting to progress the rollout. It was noted recently that the hosted catalogues were not operating in the system and the purchasing approvals for hazardous chemicals were not yet assigned. KS requires some hardware to be purchased (Android tablet and bar code scanner, etc.) and the School will need to engage a casual to assist the research Centres with the task of scanning their chemicals into the database. **Action:** KS to purchase hardware and engage a casual to assist.

### 3.5. Biowaste survey (Biohazard survey)

CM has not organised with UNSW’s Biohazard Coordinator to inspect our Biological Facilities yet but will schedule this after the current round of PC 2 lab training is finished. CM attended the PC 2 lab training course and will review what biological materials are used in BEES. Lab groups will be asked to review their biological hazard registers.

### 3.6. Private vehicles and comprehensive insurance

CM reported that the use of private vehicles for University business should be the last resort and that no approval can be given unless the application to use a private vehicle is accompanied by evidence that the vehicle is registered and is fully comprehensively insured. MT informed the Committee that all Station vehicles used at FG were registered and insured. Also, modifications were being made to the Polarises so the to could use public roads if required to. MT raised concerns over administering the requirement for comprehensive insurance when visitors, e.g. artists and other station users to FG came to work there. **Action:** CM/KS will discuss MT’s concerns with RAIA. DC will email all BEES to insist that they follow UNSW Travel procedure and apply for permission to used a private vehicle for UNSW business and provide evidence of currency for registration and comprehensive insurance.
4. Correspondence In and Out
4.1. Minutes from L1/L2 HS Committee
Nil.

4.2. Email from staff/students about HS issues/hazards.
Nil.

5. Review of Hazards & Incidents Reported
5.1. H20 reports
CM presented a brief report summarising the Hazard and Incident issues logged on H20 since November 2014. Only additions since adding the audit non conformances were 2 security issues, unlocked dive room and men using the women’s toilet in the basement, smoking within UNSW, Emergency signs not illuminated and lights not working, and a WorkCover investigation into alleged bullying, unsafe work environment and poor WHS Consultation arrangements.

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

5.3. Investigations into incidents
CM referred on to the HS Coordinator for Engineering a H20 report regarding smoking in/around the Electrical Engineering Building. Nothing can be done unless the individual is caught by security or is identifiable.

6. Corrective Actions Update
6.1. Progress on closing Corrective Actions
CM presented a brief report regarding the status of CAs associated with the H&I issues logged since November 2014. Some of the CAs arising from the audit have been closed: Checking contractor SWMS – the HS Unit suggest this is a Facilities responsibility because they engage the contractors and are supposed to monitor contractors’ performance; Scissor trolley, SWP is written and users can be inducted via SafeSys: improving HS cooperation between BEES and BABS – BABS HS Manager included in distribution of our Minutes and both School HS Managers conduct workplace inspections of common areas and facilities in D26. Other issues closed were the lights and exit lights not working and the WorkCover investigation.

7. Workplace Inspections and Electrical Testing & Tagging
7.1. Progress with Workplace HS Inspections
PMcC reported that the Randwick storage areas and boat compound were inspected 28/1/15. It was noted that some of the rock storage should be rationalised. BEES/BABS common areas (Floors G and 6) are currently being inspected. KS reported that the TOs have completed quarterly inspections of teaching areas. ME/CM will inspect the Glasshouse later this week. PMCC suggested HS Committee members should endeavour to keep the scheduled HSCC meeting time free so regular inspection could be conducted on the weeks when meetings are not scheduled.

7.2. Electrical Testing and Tagging
All testing is up to date. Two incidents were brought to CM’s attention. An electrical item was tagged ‘Danger – Do Not Use’ in 2012 however the item was not withdrawn from service because the lab group did not notice the test failure tag. Recent testing revealed the item was not faulty but had been tested with the wrong test. The second issue related to a magnifier with a fluorescent lamp. Although it was tagged within date (tested by the contractors last November) when it was plugged in it blew the circuit breaker. Inspection of the electrical
item afterwards revealed that the item should have failed the visual inspection and tagged out of service.

8. HS Training Update
8.1. Progress on new staff completion of mandatory HS training CM reported that he had not received the HS006 induction forms for the two new starts. CM will request a report on the completion of mandatory training. BEES should achieve 100% for Honours students because the completion of the mandatory training, along with submission of HS006 and HS703 forms, count towards satisfactory performance for BEES4516.

8.2. HS for Supervisors and Managers CM to review staff training records and provide the list of scheduled training dates. All staff who supervise students or staff must complete supervisors training.

8.3 New Online refresher training CM will review current staff training and identify staff needing to complete the refresher training when it is released.

9. Progress on completion of online Self Audit Tool CM plans to complete the SAT in April. In preparation, CM will request lab supervisors, etc. review and submit the various inspection checklists (chemical, biological, training, and responsibilities and accountabilities).

10. First Aid, Emergency and Security Arrangements
10.1. First Aid Feedback from remote first aid course held in January suggest that more people should have this training. The skills learnt were employed on a recent student field trip. It was suggested that another course be organise soon, especially those demonstrating on the Rouchel field trip.

10.2. Emergency Emergency drill scheduled for 18th March 2015. CM updated the ECO list on SharePoint in preparation for the drill.

10.3. Security The solution to stop men from using the women’s toilet in the basement is not working. It was reported that there was clear evidence that men were still using this facility. Additional signage at the Lowy Store might assist in preventing this issue in the future. Action: KS to review and discuss with the Lowy Store personnel.

11. Changes to Workplace
11.1. BEES building related workplace changes. CM noted that demolition of the Biomed Theatres was well under way. (From 18/2/15 meeting). Changes to LG will need to be incorporated in Archibus plans for the Lower Ground Floor (i.e. changes to fire exits, etc.)

11.2 HS issues resulting from work practices or procedures Information to be past on to School when SafeSys changes are uploaded.

12. New Business/Business without notice
12.1 HSCC administration JW/CM to complete HSCC administration requirement (HS632), review and confirm workplace inspection schedule
and announce HSC Committee elections for PAT and Academic staff reps after the April meeting.

12.3. WorkCover Investigation
CM reported that the WorkCover Inspector who came to D26 to investigate a complaint (8th January 2015) was satisfied with our response and has recommended that no further action would be taken.

13. Next Meeting and future dates for 2015
The meeting time for S1 will be between 10:00 – 11:30 am. Time may change after the election and/or the S2 administrative timetable for S2. Proposed dates agreed to at this meeting are: 15th April, 3rd June, 29th July, 16th September, 28th October and 2nd December. All dates subject to confirmation.

14. Close of Meeting
Meeting closed at 11:20.