Meeting began at 10:03

Present: DC, JW, KS, PMcC, BS, LI and CM

1. Welcome & Apologies
Apologies received from ME, MT, SB and KC.

2. Minutes of the Previous Meeting (4th March 2015)
Minutes of the Meeting 4.03.15 were approved.

3. Action Items and Matters Arising from the Previous Minutes.
3.1. BEES HS Website. CM reported that links severed due to the change from the domain ‘OHS’ to ‘Safety’ have been reviewed and a list of minor changes/improvements created. These changes will be progressively made throughout 2015. **Action: CM to will continue to inform HSC Committee of changes at the next and subsequent meetings.**
3.2. BEES Safety Culture. KS will prepare 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: ME/KS to prepare next information slide.**

3.3. SafeSys Implementation PMcC informed the Committee that the enhancements to SafeSys had been released. CM noted that some issues with Macs had been raised and were being resolved by IT. **Action: CM to inform School when Panned Maintenance for SafeSys is scheduled and when fixes have been made.**

3.4. SciQuest rollout KS mentioned that there had been some problems with inductions and links to the hosted catalogues had not been set up. KS reported that Jaz Lawes and Shinoo Swapnil were putting together a simple user guide for those people who have been inducted to the system. **Action: KS to report on progress.**

3.5. Private vehicles and comprehensive insurance DC emailed the School (11/3/15) that only vehicles with fully comprehensive insurance can be used for UNSW business, and only when a MV1 form with supporting documents had been submitted and approved. **No further Action. Matter closed.**

3.6. Men using women’s toilet on D26 LG JW reported that there had been one further incident since the increased signage was installed. However, the issue appears to be under control. **No further Action. Matter closed.**

3.7. HSCC Administration JW and CM reviewed the Workplace Inspection Program for 2015 and also submitted the completed the HSCC Checklist document to LI. CM announced that a call for nominations and elections for the two Professional and one Academic staff representative positions would be by the end of April. If more nominations than positions were received CM would hold elections by 2nd week of May. **Action: CM to call for nominations and coordinate elections (if required).**

4. Correspondence In and Out

4.1. Minutes from L1/L2 HS Committee CM noted that the Minutes of the L1 Committee for the 3rd quarter 2014 were posted on the UNSW HS website. The linking of Mandatory HS training with induction will be on hold until after the upgrade of the People Soft HR system later this year.

4.2. Email from staff/students about HS issues/hazards. CM had a request to have a display erected in the D26 5th Floor corridor and suggested that a better site should be selected.

5. Review of Hazards & Incidents Reported

5.1. H20 reports CM revised the report presented last meeting summarising the Hazard and Incident issues logged on H20 since November 2014 to include recent additions from workplace inspections. Of the 45 issues logged
53% had been closed, 7% were in progress, and 40% had no actions commenced. CM also noted that a significant proportion of the issues that had no action resulted from a recent workplace inspection.

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

5.3. Investigations into incidents
Nil

6. Corrective Actions Update
6.1. Progress on closing Corrective Actions
CM reported that 54% of the Corrective Actions required since November 2014 had been closed. It was noted that 60% of the CAs were logged in March. CM also noted that 10% of the CAs were not actioned in the Risk Assessed time period.

7. Workplace Inspections and Electrical Testing & Tagging
7.1. Progress with Workplace HS Inspections
ME/CM inspected the Glasshouse and noted some work is required by FM to improve safety after the erection of the storage shed on the roof. The safety concerns related to increased access to external roof areas and potential hazardous manual task issues. CM also monitored noise levels in D26 LG along the corridor next to the plant and adjacent BEES work areas. The only area that exceeded an 80 dB threshold was the plant area outside LG11.

7.2. Electrical Testing and Tagging
All testing is up to date. CM requested that the November 2014 testing results be obtained from SPA to be uploaded on the BEES HS website (Electrical Safety).

8. HS Training Update
8.1. Progress on new staff completion of mandatory HS training
CM suggested improvements are required in BEES regarding communication of when new starts commence work. The only notification appears to be when they fail to complete mandatory training.

8.2. HS for Supervisors and Managers
CM noted that many people who have supervisory roles have not completed the mandatory training for supervisors. CM will review training records before next meeting.

8.3 New Online refresher training
CM to advise when released.

9. Progress on completion of online Self Audit Tool
CM to discuss SAT score at next meeting. SAT will be completed in May.

10. First Aid, Emergency and Security Arrangements
10.1. First Aid
Sufficient FA qualified persons for buildings. However, need to have FA qualified persons assigned role in SafeSys Fieldwork Activities.

10.2. Emergency
Emergency drill for D26 held 18th March. Only the Chief Warden was informed about the scenario (smoke escaping from radiation active waste store in D26 LG) immediately before drill. Whilst the Emergency team was applauded for the building evacuation and emergency coordination at the
control panel, failure of the PA system meant that the instructions announced to the evacuees and Wardens were not heard.

10.3. Security 
No new security issues were raised

11. Changes to Workplace 
11.1. BEES building related workplace changes. 
DC/KS announced that it was still not clear whether the teaching laboratories would transfer to E26 or remain in D26. The latest suggestions indicated that that the space initially assigned for teaching in the new building might be additional research space.

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

12. New Business/Business without notice 
12.1. Elections 
Elections for the two Professional and one Academic staff representatives will be held end of April / beginning of May.

12.2. Sit/Stand Workstations 
LI highlighted the information sheet on the Safety website regarding procedures to follow before committing to the purchase of a sit/stand workstation.

12.3. Waste bins 
Concerns were raised about the request to have waste bins placed in corridors for waste disposal at the end of each day. Due to the high level of fieldwork undertaken empty bins may be in the corridors for lengthy periods or disappear before the room occupant next returns to their office.

13. Next Meeting and future dates for 2015 
Next meeting between 10:00 – 11:30 am 3rd June. Proposed dates for S2 are: 29th July, 16th September, 28th October and 2nd December. All dates subject to confirmation.

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