

BEES HSCC Meeting Agenda

Agenda distribution:

| Name | Initial | Representing | Name | Initial | Representing |
|-----------------|---------|-----------------------------|-------------------|---------|-------------------------------|
| Alfonsus Alvin | AA | BABS | Katie Coleborn | KC | CWI |
| Bronwen Smith | BS | CCRC | Lance Islip | LI | Faculty of Science |
| Bill Sherwin | WS | Management | Mark Tilley | MT | Fowlers Gap |
| Chris Myers | CM | Management | Penny McCracken | PM | Management / Secretary |
| Catharina Vendl | CV | Students | Rochelle Johnston | RJ | Fieldworkers |
| David Cohen | DC | Management | Shinoo Swapnil | SS | SciQuest, Lab workers |
| Joanne Wilde | JW | Professional / Chair | Theresa Kahwati | TK | BABS |
| Kate Brandis | KB | CES/Academic/Research | | | |

Acronyms:

| Research Centres and Facilities | | Other | |
|---|--------|--------------------------------|------|
| Australian Centre for Astrobiology | ACA | Corrective Action | CA |
| Climate Change Research centre | CCRC | Electrical Testing and Tagging | ET&T |
| Centre for Ecosystem Science | CES | First Aid | FA |
| Centre for Marine Bio-Innovation | CMB | Facilities Management | FM |
| Connected Waters Initiative | CWI | Hazard / Incident | HI |
| Evolution and Ecology Research Centre | E&ERC | Online HI and FA Reporting | H20 |
| Palaeontology, Geo-biology and Earth Archives Research Centre | PANGEA | Health, Safety & Environment | HSE |
| Field Station Fowlers Gap | FSFG | Self-Audit Tool | SAT |
| Field Station Smiths Lake | FSSL | Work Health and Safety | WHS |

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|------------------|--------------------------------|-------------------------------|---|
| Date: | December 01 st 2016 | Preparation Documents: | <ul style="list-style-type: none"> Minutes of the previous meeting Science WHS Coordinator Report |
| Time: | 14: | | |
| Location: | D26 607 | | |

| No. | Item | Report from |
|-----|--|--------------------|
| 1. | Welcome and Apologies - WS, KB, CV, RJ, TK | Chairperson |
| 2. | Approval of Minutes from previous meeting held - approved | Chairperson |
| 3. | Action items and matters arising from the previous meeting | Responsible person |
| | 3.1 BEES Evaluate the usefulness of HS049 in the light of the SafeSys Competencies function and report back to HSE: AA, CM to assist. Report: 22/9/16 Identified duplication, requested a UNSW review for 2017 | |
| | 3.3 BEES Safety Culture Infographic ideas <ol style="list-style-type: none"> Deciding to keep or dispose of equipment: PM completed Scanning large documents RJ: for next meeting Scanning chemicals SS: <i>DC – this must include that all chemicals going into the new building must be barcoded & labelled properly and in a container in appropriate conditions.</i> SS completed Hierarchy of risk control PM: still to send | |
| 3 | Hazard Reduction – Housekeeping E.g. equipment, storage, access areas, move preparation | All |

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| | <p>Report</p> <p>3.1 BEES explode request for research groups to schedule dedicated clean up days between now and December. PM – email sent 23 / 09 /16</p> <p>3.2 PM – asked if useful move information can be made available on the BEES all staff share drive e.g., the most recent building plans, moving box email Justine Newby 02/08/16, perhaps a moving checklist? CM & WS:</p> | |
| 4 | <p>Hazard Reduction - Chemical E.g. labels & bar codes, storage, waste</p> <p>Report Lab safety posters for CT rooms. CM to investigate which CT rooms are still in use and need posters and which are/can be decommissioned</p> <p>Report: Most are in use so we are obliged to put posters on them. Chris & Pen – walk around and contact owners directly with a template.</p> | All |
| 5 | <p>Hazard Reduction - Electrical E.g. extension leads, power boards, and ET&T.</p> <p>Nil</p> | All |
| 6 | <p>Communication In and Out</p> <p>6.1 The Science WHS Coordinator report (L1/L2 HSC minutes) emailed</p> <p>6.2 Review of procedures and guidelines:</p> <p>6.3 Emails from workers/students about health & safety issues/hazards:</p> <ul style="list-style-type: none"> Rockcrusher – old plant, no engineering control. Harm2Zero apply for funding | Secretary |
| 7 | <p>Review of Hazards & Incidents Reported</p> <p>7.1 Summary of any injuries/hazards reported from each work group: Geology – design hazard associated with rock crusher.</p> <p>7.2 Any injuries resulting in Workers Comp claims or time off work?</p> <p>7.3 Any investigations into incidents and actions taken to prevent further injuries incidents, including review of risk management?</p> <p>7.4 Progress on closing Corrective Actions from online reporting: most progress quickly</p> | Update from each workgroup representative |
| 8 | <p>Workplace Inspection & Testing, Tagging and Monitoring</p> <p>8.1 Progress on completion of School Workplace Inspections –</p> <p><i>HSCC members to undertake inspections of their local areas and log on the software formally known as Harm2Zero. ALL Due by December meeting - thanks</i></p> <p>8.2 Next electrical testing and tagging – November 2017</p> <p>8.3 Fume hoods – September 2017 for Biolink, For E26?</p> <p>8.4 Fire extinguishers – Feb / July</p> | Update from each workgroup representative |
| 9 | <p>WHS Mandatory HS Training Completion statistics</p> <p>9.1 New workers mandatory WHS training: HS006 Induction; WHS Awareness and On-Line Ergonomics; Green lab training: The 100% reported thanks to LI contacting people directly.</p> <p>9.2 Review statistics for supervisors who have completed “HS for Supervisor’s training”: see above</p> | Update from each workgroup representative |
| 10 | <p>First aid, Emergency and Security Arrangements</p> <p>On-campus</p> <p>10.1 Training and availability of First Aid Officers and Fire Wardens? Revise in April-June 2017 E26/ D26 Decommissioning</p> <p>10.2 Local Emergency equipment? unchanged</p> | Update from each workgroup |

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| | Off-campus | <p>10.3 Remote first aid training PM – course in Feb dates TBC</p> <p>10.4 Remote equipment (first aid, communications, vehicles).</p> <p>10.5 Field First aid equipment – identify main field risks and review of contents, consultation with users, contents list in kits. Land kits - RJ, KB, JW. Progress?</p> <p>10.6 Access to Field safety equipment – <i>booking software needed, issues with safety and other field equipment being borrowed and not returned, no professional staff time available to cover this need. Reminder that a new hire that can take on field equipment management as part of their duties is required for this area to managed properly.</i></p> | representative |
| 11 | <p>Changes to Workplace that affect work procedures</p> <p>11.1 Changes in legislation</p> <ul style="list-style-type: none"> AS2299.2 Occupational Diving Operation Part 2: Scientific diving SF17 – working group of scientist is being formed to revise the document in 2017. BEES included. <p>11.2 New purchases of hazardous chemicals or equipment? No</p> <p>11.3 HS issues/concerns due to planned or current refurbishments? Managed within the Bioscience Precinct Development meetings</p> <p>11.4 Other</p> | | DC & Update from each workgroup representatives |
| 12 | <p>Wellbeing – report</p> <p><u>Flourish Mentally</u></p> <p><u>Global Corporate Challenge (GCC): Matter closed until April/May 2017</u></p> <p><u>Other:</u></p> | | |
| 13 | <p>Environmental - report</p> <p>13.1 Environmental impact and/or consumption:</p> <ul style="list-style-type: none"> Energy & water – <i>solar for E26, and requested for Smiths Lake Field Station</i> Office consumables recycled paper <p>13.2 Waste stream management</p> <ul style="list-style-type: none"> E-waste and whitegoods: semester breaks (thanks Mira) Furniture reuse/rehome - underway Composting – research being undertaken about options | | * No time in the meeting to discuss properly – form a working group of interested people? |
| 14 | <p>BEES HSCC matters</p> <p>14.1 Committee compliance checklist HS632 PM to emailed to HSE coordinator 4/10/16</p> <p>14.2 Date for completion of Self Audit Tool – Completed 08/11/2016 90%</p> <p>14.3 WHS Training of new member's - KB and CV November 2016</p> <p>14.4 BEES HS Website changes – PM no progress but some hope for 2017</p> | | |
| 15 | <p>New business/Business without notice</p> <p>15.1</p> | | All |
| 16 | <p>Next meeting and future dates for the year 2017:</p> <p>Suggest: 2/03/17; 01/06/17; 07/9/17; 07/12/17 (a minimum of 4 meetings per year)</p> <p><i>Committee's preferred day and time: Thursday's at 2 pm check with new HoS</i></p> <p><i>Past meetings this year: 18/02/16, 07/04/16, 16/08/04, 21/9/16, and current 01/12/16</i></p> | | Chairperson |
| 17 | <p>Close of Meeting - 15:</p> | | Chairperson |