

## BEES HSCC Meeting Minutes

### 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
Rob Brander	RB	Management	Mark Tilley	MT	Fowlers Gap
Chris Myers	CM	Management	Penny McCracken	PM	Management
Catharina Vendl	CV	Students	Rochelle Johnston	RJ	Fieldworkers
Martin Van Kranendonk	MVK	Management	Shinoo Swapnil	SS	SciQuest, Lab workers
Joanne Wilde	JW	Professional / <b>Chair</b>	Theresa Kahwati	TK	BABS
Kate Brandis	KB	CES/Academic/Research	David Reynolds	DR	Management
Mire van der Lay	MvdL	Guest – Flourish Mentally			

### 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

<b>Date:</b>	March 9 <sup>th</sup> 2017	<b>Preparation Documents:</b>	<ul style="list-style-type: none"> <li>Minutes of the previous meeting</li> <li>Science WHS Coordinator Report</li> </ul>
<b>Time:</b>	14:05		
<b>Location:</b>	D26 607		

No.	Item	Report from
1.	<b>Welcome and Apologies - PM, TK, RB, SS,</b>	Chairperson
2.	<b>Approval of Minutes from previous meeting held - approved</b>	Chairperson
3.	<b>Action items and matters arising from the previous meeting</b>	Responsible person
3.1	<b>BEES</b> Evaluate the usefulness of HS049 in the light of the SafeSys Competencies function and report back to HSE: AA, CM to assist. Report: HS049 – still being worked on, and ready for new building SAFESYS form	
3.3	<b>BEES Safety Culture Infographic ideas</b> <ol style="list-style-type: none"> <li>1) Scanning chemicals SS: <b>sent 30/11/2016, JW to check</b></li> <li>2) Scanning large documents RJ: <b>March 2017, Done</b></li> <li>3) Non Hazardous Chemical labelling DR: <b>March 2017</b> - Non-hazardous chemicals – draft ready; to finish. Labelling? What it is and NON_Hazardous</li> <li>4)</li> <li>5) Hierarchy of risk control PM: <b>August 2017</b></li> <li>6) Other ideas –                             <ul style="list-style-type: none"> <li>o Resend office ergonomics</li> <li>o use breakout space – coffee tables and lounge chairs</li> <li>o send date late April/early May</li> </ul> </li> </ol>	

<b>3</b>	<b>Hazard Reduction – Housekeeping</b> E.g. equipment, storage, access areas, move preparation	All
	Report 3.1 -Building meetings. Day movers coming out tomorrow 3.2 -School meeting re move set for March 16 <sup>th</sup> 3.3 -Mira: Soil waste? Could have clean waste naturally contaminated: Bin as normal into skip. Use dust mask! Inside building.	
<b>4</b>	<b>Hazard Reduction - Chemical</b> E.g. labels & bar codes, storage, waste	All
	Report <b>No Issues</b>	
<b>5</b>	<b>Hazard Reduction - Electrical</b> E.g. extension leads, power boards, and ET&T.	All
	5.1 Laptop chargers were missed –Note to remind office/lab occupants to take items out of drawers when the contractors are testing  Test before and after move? No. Leave until Oct/Nov. New equipment covered by 12 month warranty	
<b>6</b>	<b>Communication In and Out</b>	Secretary
	6.1 The Science WHS Coordinator report (L1/L2 HSC minutes) <b>emailed February JW.</b> 6.2 Review of procedures and guidelines: Nothing to report 6.3 Emails from workers/students about health & safety issues/hazards: Nothing to Report	
<b>7</b>	<b>Review of Hazards &amp; Incidents Reported</b>	Update from each workgroup representative
	7.1 Summary of any injuries/hazards <b>reported from each work group:</b> <b>JW to check access to the H20/H&amp;I reporting system for summary</b>  <b>CCRC roof leaks. FM looking into it.</b> 7.2 Any injuries resulting in Workers Comp claims or time off work? <b>No</b> 7.3 Any investigations into incidents and actions taken to prevent further injuries incidents, including review of risk management? <b>Yes, Archer Lab via Lance, Capital Insight. CM to check with LI H20 report.</b> 7.4 Progress on closing Corrective Actions from online reporting: <b>most progress quickly</b>	
<b>8</b>	<b>Workplace Inspection &amp; Testing, Tagging and Monitoring</b>	

	<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.</i></p> <ul style="list-style-type: none"> <li>– done by school as part of move.</li> <li>- Question as to Annual inspection by committee members? Who inspects New building, when?</li> <li>-New labs will cater for own labs</li> <li>-Tech responsibility for teaching areas and labs. Floor managers New Building, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> floors need new floor managers/emergency officers</li> <li>At meeting next week – floor managers and academics need to be chosen</li> <li>-work inspection 4x per year and then HSCC committee 1x per year.</li> <li>-each lab should have its own risk assessment sheet</li> <li>-evidence kept in Harm to zero, only when something found</li> <li>-needs a single person to keep track – e.g., PM</li> <li>-BABS – no inspection until after move</li> <li>- 3x floor managers = inspection and 1 by the HSCC committee = University guidelines – Lance. <b><u>JW to do with assistance CM</u></b></li> </ul> <p>8.2 Next electrical testing and tagging – <i>November 2017</i> 8.3 Fume hoods – <i>September 2017 for Biolink, For E26?</i> 8.4 Fire extinguishers – Feb / July 2017</p>	<p>Update from each workgroup representative</p>				
<p><b>9</b></p>	<p><b>WHS Mandatory HS Training Completion statistics</b></p> <p>9.1 New workers mandatory WHS training: HS006 Induction; WHS Awareness and On-Line Ergonomics; Green lab training: <b>100% reported thanks to LI contacting people directly. CM requested HS006 – crib sheet for supervisors and automatic emails. CM and LI to discuss further</b></p> <p>9.2 Review statistics for supervisors who have completed “HS for Supervisor’s training”: <b>see above</b></p>	<p>Update from each workgroup representative</p>				
<p><b>10</b></p>	<p><b>First aid, Emergency and Security Arrangements</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; vertical-align: top;">On-campus</td> <td> <p>10.1 Training and availability of First Aid Officers and Fire Wardens? <b>Revise in April-June 2017 E26/ D26 Decommissioning</b></p> <p><b>Training needs to be done before we move in. Sharon etc. Fire wardens, first aid officers = meeting on 16<sup>th</sup> March</b></p> <p>10.2 Local Emergency equipment? <b>unchanged</b></p> </td> </tr> <tr> <td style="vertical-align: top;">Off-campus</td> <td> <p>10.3 Remote first aid training <b>PM – course in Feb dates TBC</b></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. <b>Progress? Meeting next week. Email Safe Response for assistance with kit contents</b></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.</i> <b>Geology technical officer – take over field storage, equipment management. ACLS booking system for all equipment? AA – ACLS system advice?</b></p> </td> </tr> </table>	On-campus	<p>10.1 Training and availability of First Aid Officers and Fire Wardens? <b>Revise in April-June 2017 E26/ D26 Decommissioning</b></p> <p><b>Training needs to be done before we move in. Sharon etc. Fire wardens, first aid officers = meeting on 16<sup>th</sup> March</b></p> <p>10.2 Local Emergency equipment? <b>unchanged</b></p>	Off-campus	<p>10.3 Remote first aid training <b>PM – course in Feb dates TBC</b></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. <b>Progress? Meeting next week. Email Safe Response for assistance with kit contents</b></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.</i> <b>Geology technical officer – take over field storage, equipment management. ACLS booking system for all equipment? AA – ACLS system advice?</b></p>	<p>Update from each workgroup representative</p>
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<p><b>11</b></p>	<p><b>Changes to Workplace that affect work procedures</b></p> <p>11.1 Changes in legislation</p> <p>11.2 New purchases of hazardous chemicals or equipment? <b>Delivery of heavy items a problem</b></p> <p>11.3 HS issues/concerns due to planned or current refurbishments? <b>DUST in thin section/rock crushing. Joanne emailed Justine Newby months ago. MVK to forward to Liz Wallace.</b></p> <p><b>11.3.1 No Swab results yet – submitted yesterday</b></p> <p>11.4 Other</p>	<p>DC &amp; Update from each workgroup representatives</p>
<p><b>12</b></p>	<p><b>Wellbeing – report</b></p> <p><u>Flourish Mentally</u> –</p> <ul style="list-style-type: none"> <li>- <b>resend info graphic from 2016 JW + MvdL</b></li> <li>- <b>committee to be re-established, Group of volunteers</b></li> <li>- <b>create initiatives for wellbeing</b></li> <li>- <b>University training? Mental Health First Aid, Make official for staff?</b></li> <li>- <b>Yoga at lunchtime – currently not running. Have a teacher willing but funds required. Where would funds come from?</b></li> <li>- <b>embraced by leadership! Heads of Schools and Managers/Supervisors</b></li> </ul> <p><u>Global Corporate Challenge (GCC):</u></p> <p><u>Other:</u></p>	
<p><b>13</b></p>	<p><b>Environmental - report</b></p> <p>13.1 Environmental impact and/or consumption:</p> <ul style="list-style-type: none"> <li>• Energy &amp; water – <i>solar for E26, and requested for Smiths Lake Field Station Office consumables recycled paper – Firoza (MVK to do). Impacts on new building?</i></li> </ul> <p>13.2 Waste stream management</p> <ul style="list-style-type: none"> <li>• E-waste and whitegoods: <b>E-waste at Christmas 2016, another at Easter 2017.</b></li> <li>• Furniture reuse/rehome – <b>underway</b></li> <li>• Composting – <b>research being undertaken about options</b></li> </ul>	<p><i>* No time in the meeting to discuss properly – form a working group of interested people?</i></p>
<p><b>14</b></p>	<p><b>BEES HSCC matters</b></p> <p>14.1 Committee compliance checklist HS632 <b>PM completed by July 2017</b></p> <p>14.2 Date for completion of Self Audit Tool – <b>Report required</b></p> <p>14.3 WHS Training of new member's –</p> <p>14.4 BEES HS Website changes – <b>PM no progress but some hope for 2017</b></p>	
<p><b>15</b></p>	<p><b>New business/Business without notice</b></p> <p>N/A</p>	<p>All</p>
<p><b>16</b></p>	<p><b>Next meeting and future dates for the year 2017:</b></p> <p>Suggest: 29/06/17; 07/9/17; 07/12/17 (a minimum of 4 meetings per year) <i>Committee's preferred day and time: Thursday's at 2 pm</i> <i>Past meetings this year: 01/12/16 and current 09/03/2017</i></p>	<p>Chairperson</p>
<p><b>17</b></p>	<p><b>Close of Meeting - 15:12</b></p>	<p>Chairperson</p>