

## 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 / Chair	Theresa Kahwati	TK	BABS
Kate Brandis	KB	CES/Academic/Research	David Reynolds	DR	Management
Scott Mooney	SM	Management			

### 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>	June 29 <sup>th</sup> 2017	<b>Preparation Documents:</b>	<ul style="list-style-type: none"> <li>Minutes of the previous meeting</li> <li>Science HSE Coordinator report June 2017</li> </ul>
<b>Time:</b>	14:00		
<b>Location:</b>	D26 607		

No.	Item	Report from
1.	<b>Welcome and Apologies - KB, SS, MT, CB</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	BEES <b>HS049 redraft in 2017 Report from RSO's:</b> Testing with E26 laboratories underway in May to June 2017. This can now be managed through SafeSys competencies once an RMF created for each lab ie same as chemical waste store. - <b>closed</b>	
3.2	<b>BEES Safety Culture Infographic ideas</b> <ul style="list-style-type: none"> <li><b>Scanning chemicals</b> SS: JW – Checked and was sent date. <b>closed</b></li> <li><b>Non-Hazardous Chemical labelling</b> DR: March2017 – <b>closed</b></li> <li><b>Other ideas?</b> Labelling for the skip bin area &amp; general waste area</li> </ul>	
4	<b>Hazard Reduction – Housekeeping</b> E.g. equipment, storage, access areas, move preparation Report <b>4.1 Building Meetings – business as usual</b> <b>4.2 School Meetings business as usual</b> <b>4.4 Other?</b> Use 402 for glassware and e-waste collecting – check with David. Mick Malone - closed	All
5.	<b>Hazard Reduction - Chemical</b> E.g. labels & bar codes, storage, waste Reminder to audit chemicals & reduce stock. Audit –condition of chemical, of container, potential for use, weight up benefit and risk with keeping it.	All

6.	<p><b>Hazard Reduction - Electrical</b> E.g. extension leads, power boards, and ET&amp;T.</p> <p>Report – Sansoi powerboard check hazard alert Daily bulletin Admin person Check offices. Add it into the workplace inspection item. New Tech staff trained in ET&amp;T - <b>closed</b></p>	All				
7.	<p><b>Communication In and Out</b></p> <p>7.1. <b>The Science WHS Coordinator report</b> (L1/L2 HSC minutes) <b>emailed June</b> 7.2. <b>Review of procedures and guidelines:</b> self-insurance scheme more flexible 7.3. <b>Emails from workers/students about health &amp; safety issues/hazards:</b> see ergonomics section</p>	Secretary				
8.	<p><b>Review of Hazards &amp; Incidents Reported:</b></p> <p>8.1. Summary of any injuries/hazards <b>reported from each work group:</b> Discussed -Nitric acid and picric acid, and general HS issues identified during relocation: Decided: supervisors to ensure HS726 Cessation of Laboratory Activities Checklist. Mechanism to ensure the work is completed, signed off as completed by RSO, before degree awarded – best mechanism may be the PRF</p> <p>8.2. Any injuries resulting in Workers Comp claims or time off work? No</p> <p>8.3. Any investigations into incidents and actions taken to prevent further injuries incidents, including review of risk management? No</p> <p>8.4. Progress on closing Corrective Actions from online reporting: Yes</p> <p>8.5. <b>CCRC Update</b> - ongoing roof leaks</p>	Update from each workgroup representative				
9.	<p><b>Workplace Inspection &amp; Testing, Tagging and Monitoring</b></p> <p>9.1 Progress on completion of School Workplace Inspections – 9.1.1 HSCC members to undertake inspections of their local areas and log the inspection online. Chair to organise inspection timetable.</p> <p>9.2 Next electrical testing and tagging – <i>November 2017 Fowlers Sept 2017 &amp; May 2018</i> 9.3 Fume hoods – <i>September 2017 for Biolink, For E26? FM fume cupboard inspection timing. Contact FM</i></p> <p>9.4 Fire extinguishers – Feb / July</p>	Update from each workgroup representative				
10.	<p><b>WHS Mandatory HS Training Completion statistics</b></p> <p>10.1. New workers mandatory WHS training: HS006 Induction; WHS Awareness and On-Line Ergonomics; Green lab training: <b>100% new hires, whs awareness, ergonomics, reported thanks to LI accessing data and contacting people directly.</b></p> <p>10.2. Review statistics for supervisors who have completed “HS for Supervisor’s training”: <b>see above</b></p>	Update from each workgroup representative				
11.	<p><b>First aid, Emergency and Security Arrangements</b></p> <table border="1" data-bbox="204 1547 1225 2018"> <tr> <td data-bbox="204 1547 363 1798">On-campus</td> <td data-bbox="363 1547 1225 1798"> <p>11.1. Training and availability of First Aid Officers and Fire Wardens? Revise in April-June 2017 E26/ D26 Decommissioning – UPDATE required and selection of Wardens and FA Officers for E26. (AA, RJ, TK) –closed</p> <p>11.2. Local Emergency equipment? Revised FA kits - closed</p> <p>11.3. Level 6 fire stairs.</p> <p>11.4. New spill kits for research labs - closed</p> </td> <td data-bbox="1225 1547 1461 1798" rowspan="2">Update from each workgroup representative</td> </tr> <tr> <td data-bbox="204 1798 363 2018">Off-campus</td> <td data-bbox="363 1798 1225 2018"> <p>11.5. Remote first aid training – <b>none scheduled</b></p> <p>11.6. Remote equipment (first aid, communications, vehicles).</p> <p>11.7. 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>Update?</b></p> <p>11.8. 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></p> </td> </tr> </table>	On-campus	<p>11.1. Training and availability of First Aid Officers and Fire Wardens? Revise in April-June 2017 E26/ D26 Decommissioning – UPDATE required and selection of Wardens and FA Officers for E26. (AA, RJ, TK) –closed</p> <p>11.2. Local Emergency equipment? Revised FA kits - closed</p> <p>11.3. Level 6 fire stairs.</p> <p>11.4. New spill kits for research labs - closed</p>	Update from each workgroup representative	Off-campus	<p>11.5. Remote first aid training – <b>none scheduled</b></p> <p>11.6. Remote equipment (first aid, communications, vehicles).</p> <p>11.7. 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>Update?</b></p> <p>11.8. 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></p>
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	<p>11.8.1. Update on potential field equipment manager</p> <p>11.8.2. Booking Software – AA pull this of the HS committee</p> <p><b>11.9. Fowlers Gap: Emergency Management improvements – AEDs, wayfinding, extra training</b></p>	
<b>12.</b>	<p><b>Changes to Workplace that affect work procedures</b></p> <p><b>12.1.</b> Changes in legislation</p> <p><b>12.2.</b> New purchases of hazardous chemicals or equipment?</p> <p><b>12.3.</b> HS issues/concerns due to planned or current refurbishments?</p> <p><b>12.3.1.</b> Swab results from Archer/Hand lab (<b>see 5.3.1</b>)</p> <p><b>12.3.2.</b> Dust in thin section/rock crushing/LG07 – <b>Dust Investigation Results</b> two meetings health monitoring &amp; design of the new spaces.</p> <p><b>12.4.</b> Faculty backing for Research Support Officers (RSOs) – <b>PM</b> This role to continue in the new structure.</p>	MVK & Update from each workgroup representatives
<b>13.</b>	<p><b>Wellbeing – report</b></p> <p>Flourish Mentally - Update, Info Graphic to be sent</p> <p>Global Corporate Challenge (GCC): Many teams within Science, few people from BEES participating.</p> <p>Other:</p>	
<b>14.</b>	<p><b>BEES HSCC matters</b></p> <p><b>14.1. Committee compliance checklist HS632</b> – Workplace inspection schedule underway, not complete.</p> <p><b>14.2. Date for completion of Self Audit Tool</b> – Underway, complete October. <b>PM</b></p> <p><b>14.3. WHS Training of new member's</b> – nil</p> <p><b>14.4. BEES HS Website changes</b> – volunteers page updated</p> <p><b>14.5. Secretary elected</b> - Bronwen Smith (bring laptop) – Thanks Bronwen!</p> <p><b>14.6.</b> Sustainability section removed from HSCC due to time limitations.</p>	
<b>15.</b>	<p><b>New business/Business without notice:</b></p> <p><b>15.1</b> Ergonomics: Monitors and Sit/Stand work stations. New whole desk, sit stand workstations installed on E26 level 4 <i>See standing desk proposal.</i> <b>PM</b></p> <p><b>15.2</b> Monitor arms needed to improve height and position adjustability for workstations – to be included in D26 if possible. <b>CM</b></p>	All
	<p><b>Next meeting and future dates for the year 2017:</b></p> <p>Any other meeting required? (4 is our minimum)</p> <p>#3. Thursday 7<sup>th</sup> September 2017 TBC</p> <p>#4. Thursday 14<sup>th</sup> December 2017 TBC</p> <p><i>Committee's preferred day and time: Thursday's at 2 pm</i></p> <p><i>Past meetings this year: 09/03/2017</i></p>	Chairperson
	<b>Close of Meeting - 15:45</b>	Chairperson