



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

Date:	October 12 th 2017	Preparation documents:	<ul style="list-style-type: none"> Minutes of the previous meeting Science HSE Coordinator report Aug and Sept 2017
Time:	14:00		
Location:	E26 L5 meeting room		

No.	Item	Report from
1.	Welcome and Apologies - JW (PM to chair) Committee Members Present – PM, RJ, KB, CM, AA, LI, CV, MVK, BS	Chairperson
2.	Approval of Minutes from previous meeting held - Approved	Chairperson
3.	Action items and matters arising from the previous meeting 3.1 BEES Safety Culture Infographic ideas <ul style="list-style-type: none"> Hierarchy of risk control PM: Hierarchy of Risk Control slide discussed. Decision: Email infographics to be stopped and replaced by a daily or weekly bulletin, to be decided by the new HSE coordinator. - CLOSED Labelling for the skip bin area & general waste area – PM FM Archibus request in date: 18 / 10 / 2017 	Responsible person
4.	Hazard Reduction – Housekeeping E.g. equipment, storage, access areas, move preparation Report 4.1 Building Meetings – business as usual 4.2 School Meetings – space management committee to meet once per month. Space shortage issues noted.	All
5.	Hazard Reduction - Chemical E.g. labels & bar codes, storage, waste Report	All



	5.1 NIL			
6.	Hazard Reduction - Electrical E.g. extension leads, power boards, and in house ET&T.	All		
	Report 6.1 Discussed that low risk items in low risk environments don't require annual testing.			
7.	Communication In and Out	Secretary		
	<p>7.1. The Science WHS Coordinator report (L1/L2 HSC minutes) emailed October.</p> <p>7.2. Review of procedures and guidelines: Contractor Management System to be rolled out early next year.</p> <p>7.3. Emails from workers/students about health & safety issues/hazards: Air con issues/ micro climates discussed. KV advised to contact Len to liase with facilities. This is underway 16/10/2017</p>			
8.	Review of Hazards & Incidents Reported	Update from each workgroup representative		
	<p>8.1. Summary of any injuries/hazards reported from each work group: Issues with Lab Chairs – rolling chairs being trialed. Nitric acid splash under investigation.</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. CCRC Update - ongoing roof leaks UPDATE – BS: Nothing to report.</p>			
9.	Workplace Inspection & Testing, Tagging and Monitoring	Update from each workgroup representative		
	<p>9.1 Progress on completion of School Workplace Inspections – Glasshouse inspection completed. MV queried ownership of space – under FM management.</p> <p>9.1.1 HSCC members to undertake inspections of their local areas and log online:</p> <p>9.1.2 E26 Inspections – Smiths Lake planned, Glasshouse complete, LI Task force inspections of L5 E26 and L2 Biolink next week.</p> <p>9.2 Next electrical testing and tagging – November 2017 Need help from the RSO's to guide ET&T contractor not to test these items. Powerboards to be tested regardless of area. CM to advise of schedule for Nov.</p> <p>9.3 Fume hoods – September 2017 for Biolink, For E26? CM to follow up on fume hoods. Find out date expected to be completed.</p> <p>9.4 Fire extinguishers – Feb / July</p>			
10.	WHS Mandatory HS Training Completion statistics	Update from each workgroup representative		
	<p>10.1. New workers mandatory WHS training: HS006 Induction; WHS Awareness and On-Line Ergonomics; Green lab training: Reminder needed 3 months prior to expiry. LI advised Issue has been raised.</p> <p>10.2. Review statistics for supervisors who have completed "HS for Supervisor's training": see above</p>			
11.	First aid, Emergency and Security Arrangements	Update from each workgroup representative		
	<table border="1"> <tr> <td>On-campus</td> <td> <p>Training and availability of First Aid Officers and Fire Wardens?</p> <p>11.1. Ensuring sufficient First Aid Officers/ Fire Wardens discussed.</p> <p>11.2. Local Emergency equipment? AED to be installed in E26 Foyer. PM to contact Mick or Joe to arrange installation.</p> </td> </tr> <tr> <td>Off-campus</td> <td> <p>11.3. Remote first aid training – no courses scheduled.</p> <p>11.4. Remote equipment (first aid, communications, vehicles). PM to look into purchasing two new spot trackers.</p> <p>11.5. Field First aid equipment – Older EPIRBS to be phased out. Consult with users – PM</p> <p>11.6. Access to Field safety equipment – better system of managing equipment discussed. PM</p> </td> </tr> </table>		On-campus	<p>Training and availability of First Aid Officers and Fire Wardens?</p> <p>11.1. Ensuring sufficient First Aid Officers/ Fire Wardens discussed.</p> <p>11.2. Local Emergency equipment? AED to be installed in E26 Foyer. PM to contact Mick or Joe to arrange installation.</p>
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12.	<p>Changes to Workplace that affect work procedures</p> <p>12.1. Changes in legislation – New version of Work health and safety regulation 2017. Heavier fines and penalties imposed for prevention. Ladders: More than 3 steps need to be industrial strength – rated over 120kg. Think about things in regulation that need changes – eg. section 4.8</p>	MVK & Update from each workgroup representatives		



	Diving. Need to update reference in SafeSys 12.2. New purchases of hazardous chemicals or equipment? None 12.3. HS issues/concerns due to planned or current refurbishments? None	
13.	Wellbeing – report Flourish Mentally - CV to join team. Global Challenge (GCC): - Nothing to report Other: - Nothing to report	
14.	BEES HSCC matters 14.1. Workplace inspection schedule – Glasshouse complete. Smiths Lake inspection to be completed. 14.2. Date for completion of Self Audit Tool – Due October 2017. Half done – CM & PM to finalise together. 14.3. WHS Training of new member’s – KB to complete WHS 2 day training. 14.4. BEES HS Website changes – broken links have been fixed.	
15.	New business/Business without notice 15.1. Monitor 15.2. Temperature 15.3. HS BOT tested at Computer Science. Expected roll out early next year 15.4. New HSE Coordinator BEES/BABS and changes to technical staff – will impact the make up of the HSCC for December.	All
	Next meeting and future dates for the year 2017 (minimum 4 per year): #4. Thursday 14 th December 2017 <i>Committee’s preferred day and time: Thursday’s at 2 pm</i> <i>Past meetings this year: 09/03/2017, 29/06/2017, 12/10/2017</i>	Chairperson
	Close of Meeting - 15:20	Chairperson