

## BEES HSCC Meeting Agenda

### Agenda distribution:

Name	Initial	Representing	Name	Initial	Representing
David Reynolds	DR	Management	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	Theresa Kahwati	TK	BABS
Joanne Wilde	JW	Professional / <b>Chair</b>	Scott Mooney	SM	Management
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

<b>Date:</b>	December 7 <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 Nov 2017</li> </ul>
<b>Time:</b>	14:00		
<b>Location:</b>	E26 Level 5, Rm 5063		

No.	Item	Report from
1.	<b>Welcome and Apologies - SS, PM, AA, RJ, MVK</b>  <b>Committee Members Present – CM, TK, LM, LI, BS, KB, CV</b>	Chairperson
2.	<b>Approval of Minutes from previous meeting held - Approved</b>	Chairperson
3.	<b>3.1 Action items and matters arising from the previous meeting</b> <b>3.1.1. Labelling for the skip bin area &amp; general waste area –</b> waiting on signage. <b>3.1.2. Air-Con in E26 – Report from Len re Facilities –</b> Len Martin escalated with Joe Oliphant. LM to continue monitoring until new committee established.  <b>3.2 BEES Safety Culture Infographic ideas</b> <b>3.2.1. Ideas? –</b> To be scrapped. Replaced with Faculty monthly newsletter	Responsible person
4	<b>Hazard Reduction – Housekeeping</b> E.g. equipment, storage, access areas, move preparation	All

	<p>Report – Nothing to report. Review in 2018.</p> <p><b>4.1</b> Building Meetings <b>4.2</b> School Meetings – Space Management <b>4.3</b> E26? <b>4.4</b> Other?</p>	
<b>5.</b>	<p><b>Hazard Reduction - Chemical</b> E.g. labels &amp; bar codes, storage, waste</p>	All
	<p>Report</p> <p><b>5.1</b> Formaldehyde store in LG008 discussed:</p> <ul style="list-style-type: none"> <li>Action – x20 – 23L bunding to be installed. Shelf height may need to be reviewed. Bunding to be contained to lower shelves.</li> <li>Action – upgrade spill kits to include full face masks.</li> <li>Note – Labels need to be code compliant. Labels without hazards listed should be replaced with GHB labels?</li> </ul>	
<b>6.</b>	<p><b>Hazard Reduction - Electrical</b> E.g. extension leads, power boards, and ET&amp;T.</p>	All
	ETNT contractors have been through. Complete	
<b>7.</b>	<p><b>Communication In and Out</b></p> <p><b>7.1.</b> The Science WHS Coordinator report (L1/L2 HSC minutes) – emailed November:</p> <ul style="list-style-type: none"> <li>New hires at 100%.</li> <li>3 training options available– Original course, refresher course, enrol everybody through original course again.</li> <li>TK to link access and compliance together.</li> <li>Contractor management system in testing phase.</li> <li>Ergonomic specialist Pauline Dunn joining next January.</li> <li>Decline in Hazard/Incident reporting noted at Faculty Board.</li> </ul> <p><b>7.2.</b> Review of procedures and guidelines: Visitors Guidelines to be reviewed - whole H&amp;S Management system to be reviewed 2018.</p> <p><b>7.3.</b> Emails from workers/students about health &amp; safety issues/hazards: Nothing reported.</p>	Secretary
<b>8.</b>	<p><b>Review of Hazards &amp; Incidents Reported</b></p> <p><b>8.1.</b> Summary of any injuries/hazards <b>reported from each work group</b>: inadequacies in the emergency kits raised.</p> <p><b>8.2.</b> Any injuries resulting in Workers Comp claims or time off work?</p> <ul style="list-style-type: none"> <li>Issue raised with students/ volunteers not really covered under workers comp – advised Schools can pick up bill on case by case basis</li> <li>Action – advise students of insurance limitations.</li> </ul> <p><b>8.3.</b> Any investigations into incidents and actions taken to prevent further injuries incidents, including review of risk management? NA</p> <p><b>8.4.</b> Progress on closing Corrective Actions from online reporting: Nothing outstanding to report.</p> <p><b>8.5. CCRC Update</b> - ongoing roof leaks in Mathews. Weatherproofing work underway.</p>	Update from each workgroup representative
<b>9.</b>	<b>Workplace Inspection &amp; Testing, Tagging and Monitoring</b>	

	<p><b>9.1</b> Progress on completion of School Workplace Inspections –</p> <p><b>9.1.1</b> HSCC members to undertake inspections of their local areas and log on the software formally known as Harm2Zero: Ice lab quarantine audit discussed.</p> <p><b>9.1.2</b> E26 Inspections</p> <p><b>9.2</b> Next electrical testing and tagging – Ongoing. Next ET&amp;T to be scheduled in Nov 2018.</p> <p><b>9.3</b> Fume hoods – September 2017 for Biolink, For E26? Fume cupboard in biolink L5 discussed.</p> <p><b>9.4</b> Fire extinguishers – Feb / July Extinguishers to be moved from flammables cupboards.</p>	Update from each workgroup representative				
10.	<p><b>WHS Mandatory HS Training Completion statistics</b></p> <p><b>10.1.</b> New workers mandatory WHS training: HS006 Induction; WHS Awareness and On-Line Ergonomics; Green lab training:</p> <p><b>10.2.</b> Review statistics for supervisors who have completed “HS for Supervisor’s training”:</p>	Update from each workgroup representative				
11.	<p><b>First aid, Emergency and Security Arrangements</b></p> <table border="1" data-bbox="204 757 1230 1406"> <tr> <td data-bbox="204 757 336 958">On-campus</td> <td data-bbox="336 757 1230 958"> <p><b>11.1.</b> Training and availability of First Aid Officers and Fire Wardens? TK to review. Alpa? To take over as senior first aid</p> <p><b>11.1.1.</b> <b>Need First Aid Officer Signage near lifts for E26</b> Alpa to organise.</p> <p><b>11.2.</b> Local Emergency equipment</p> <p><b>11.2.1.</b> <b>AED in E26 Foyer?</b> Complete.</p> </td> </tr> <tr> <td data-bbox="204 958 336 1406">Off-campus</td> <td data-bbox="336 958 1230 1406"> <p><b>11.3.</b> Remote first aid training – request to change organisation of training to Central.</p> <p><b>11.4.</b> Remote equipment (first aid, communications, vehicles).</p> <p><b>11.4.1.</b> Purchase of extra Spot Trackers?</p> <ul style="list-style-type: none"> <li>• LM looking into purchasing additional spot trackers - 5 currently available.</li> <li>• Delays of half an hour reported by KB; Issue if emergency button pressed. Action: LM to investigate whether spot trackers emergency response can be tested.</li> <li>• Flow chart needed on spot tracker use.</li> </ul> <p><b>11.5.</b> Field First aid equipment 4 or 5 spot trackers and 2 satellite phones to be purchased.</p> <p><b>11.5.1.</b> Phase out of old EPIRBS? EPIRBS currently in the compactus in G004 E26. Due for registration renewal and update contacts.</p> <p><b>11.6.</b> Access to Field safety equipment - <b>Management?</b> Booking system in need of review.</p> </td> </tr> </table>	On-campus	<p><b>11.1.</b> Training and availability of First Aid Officers and Fire Wardens? TK to review. Alpa? To take over as senior first aid</p> <p><b>11.1.1.</b> <b>Need First Aid Officer Signage near lifts for E26</b> Alpa to organise.</p> <p><b>11.2.</b> Local Emergency equipment</p> <p><b>11.2.1.</b> <b>AED in E26 Foyer?</b> Complete.</p>	Off-campus	<p><b>11.3.</b> Remote first aid training – request to change organisation of training to Central.</p> <p><b>11.4.</b> Remote equipment (first aid, communications, vehicles).</p> <p><b>11.4.1.</b> Purchase of extra Spot Trackers?</p> <ul style="list-style-type: none"> <li>• LM looking into purchasing additional spot trackers - 5 currently available.</li> <li>• Delays of half an hour reported by KB; Issue if emergency button pressed. Action: LM to investigate whether spot trackers emergency response can be tested.</li> <li>• Flow chart needed on spot tracker use.</li> </ul> <p><b>11.5.</b> Field First aid equipment 4 or 5 spot trackers and 2 satellite phones to be purchased.</p> <p><b>11.5.1.</b> Phase out of old EPIRBS? EPIRBS currently in the compactus in G004 E26. Due for registration renewal and update contacts.</p> <p><b>11.6.</b> Access to Field safety equipment - <b>Management?</b> Booking system in need of review.</p>	Update from each workgroup representative
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12.	<p><b>Changes to Workplace that affect work procedures</b></p> <p><b>12.1.</b> Changes in legislation The workplace health and safety laws are being reviewed in 2018. Statutory review – change in reporting and fines.</p> <p><b>12.2.</b> New purchases of hazardous chemicals or equipment? Waiting on Patricia Conway’s order. Paper work not yet received. Noted that CMB – representative required.</p> <p><b>12.3.</b> HS issues/concerns due to planned or current refurbishments?</p>	MVK & Update from each workgroup representatives				
13.	<p><b>Wellbeing – report</b></p> <p><u>Flourish Mentally</u></p> <p><u>Global Corporate Challenge (GCC):</u> Completed</p> <p><u>Other:</u></p> <p><b>14.2.1</b></p>					
14.	<p><b>BEES HSCC matters</b></p> <p><b>14.1.</b> Workplace inspection schedule: New committee to decide in new year.</p> <p><b>14.2.</b> Date for completion of Self Audit Tool – Completed</p> <p><b>14.3.</b> WHS Training of new member’s – No new members</p> <p><b>14.4.</b> BEES HS Website changes – Nothing to report</p>					

<b>15.</b>	<b>New business/Business without notice</b> <b>15.1. Mira van der Ley – Code of Conduct on BEES Fieldtrips.</b> Mira to update new committee in the new year. <b>15.2. Dissolution of current BEES HSCC – Hand over to new BEES/BABS Safety Officer (TK)</b> Preference to not dissolve committee and keep schools separate. More meetings to be held in 2018.  <b>Schedule new meetings for 2018: 1<sup>ST</sup> Monday of the month from February @ 2pm.</b>	All
	<b>Close of Meeting - 15:29</b>	Chairperson