BEES HSCC Minutes of Meeting Held 23.06.2014

Acronyms and initials used:
AB Andy Baker (Director Connected Waters Initiative)
BEES School of Biological, Earth and Environmental Science
BS Bronwen Smith (CCRC Rep)
CM Chris Myers (BEES Health & Safety Manager and Committee Secretary)
DC David Cohen (BEES Head of School)
ET&T Electrical Testing and Tagging
FA First Aid
FM Facilities Management
Hez0 Harm to Zero Online Reporting System
HS Health & Safety
HSCC Health and Safety Consultation Committee
JW Joanne Wilde (Professional Staff Rep and Committee Chairperson)
KS Kate Stuart (Professional Staff Rep)
LI Lance Islip (Faculty of Science HS Coordinator)
ME Malte Ebach (Academic and Research Staff Rep)
PMcC Penny McCracken (Professional Staff Rep)
PG Post Graduate
SAT Self Audit Tool
SB Simone Birrer (Student Rep)
SPA SPA Trade Services (ET&T contractors)
SS Shinoo Swapnil
UNSW University of New South Wales
WHS Work Health and Safety

Meeting began at 13:36

Present: DC, JW, KS, PMcC, ME, BS, LI, and CM

1. Welcome & Apologies
Apologies received from SB.

2. Minutes of the Previous Meeting (13.05.14)
Approved

3. Action Items and Matters Arising from the Previous Minutes.

3.1. BEES HS Website. CM reported the only change to the website since last meeting was the inclusion of the last ET&T results for BEES on Kensington Campus.  
Action: CM will continue to inform HSC Committee of changes at the next and subsequent meetings.

3.2. BEES Safety Culture. KS reported that a new safety tip(s) will be generated and released before next meeting.  
Action: ME & KS will email out another information sheet before August

3.3. SafeSys Stage 1 rollout PMcC/CM announced that most participants who attended training were impressed with the simplicity of the system. Due to this simplicity a short power-point presentation was emailed out to the School so that the time spent at training sessions would be focussed upon answering specific questions. To
ensure the ‘self approver’ privilege is not abused, CM advised supervisors that they should appropriately review documents before acceptance. CM will regularly review the quality of BEES documents lodged in the system and will send comments to supervisors if standards are not maintained.

Although the online system was released to BEES on May 5 it was noted that there were many in BEES using the paper system. This was despite the note in the Minutes from the previous HSCC meeting that no new paper forms would be accepted from the beginning of June. **Action: CM to provide further information regarding the withdrawal of paper forms in the HS Manager’s newsletter.**

3.4. SciQuest rollout  
KS reported that the online training was nearly in place and that we are waiting for the go ahead to purchase scanners and printers. KS announced that the first rollout of the training would be to the Technical Officers and that SS would like to be the contact person for this program. **Action: KS to continue to oversee the implementation of the chemical management system across the School.**

3.6. Annual HSCC review  
CM reported that the occupants of G17 were not able to find someone willing to be elected to the HSCC. BS was elected to represent the CCRC. The BEES L3 HSCC Constitution has been updated to reflect this change. **Action: Annual review completed, Item to be dropped from next Agenda**

3. Changes to HS733 HS Records Procedure  
LI informed the Science Faculty in the June edition of the Science Faculty WHS Coordinator’s report about the change in the HS Records Procedure to recognise the scanned record as the ‘original’ or ‘final copy’.  
**Action: Item closed and can be dropped from the Agenda**

4. Correspondence In and Out  
4.1. Minutes from L1/L2 HS Committee  
LI informed the Committee that the L1 and L2 Committees are levels of administrative review. The L1 Committee is chaired by the VC and is attended by the Faculty Deans and Heads of Divisional Units. This Committee reviews the reports for UNSW operations to determine the effectiveness of the HS Strategic Plans. The Minutes from the quarterly meetings are tabled on the UNSW HS website.

In Science, the ‘L2 Committee’ is represented by the Faculty Executive Management Team (the Dean and Heads of School) and is informed by the Science WHS Coordinator on matters relating to HS performance. The Science WHS Coordinator reports equate to the HS Minutes from these meetings. **Action: CM to continue to incorporate content from Science WHS Coordinator’s Report in the editions of the BEES HS Manager’s report.**

4.2. Email from staff/students about HS issues/hazards.  
CM received an email from the Director of the Connected Waters Initiative (AB) regarding an incident involving electrical plant (information covered in Item 5.3)

5. Review of Hazards & Incidents Reported  
5.1. Hz0 reports  
CM noted that there was only one incident report added to Hz0 (Issue 00010211) since the last meeting. This incident
related to someone experiencing an electric shock from some electrical plant (a
submersible pump used for borehole water chemistry sampling). The incident was
reported in the Faculty of Science but should be addressed through the Faculty of
Engineering. CM noted that there are some H&I reports to be added to the system
arising from recent workplace inspections.

5.2. Injuries resulting in Workers Comp claims or time off work
No new injuries resulting in Workers Compensation claims reported since last meeting.

5.3. Investigations into incidents
CM received a report from AB regarding H20 Issue 00010211. AB reported that the equipment belonged to CVEN and
had a strange design whereby the connecting cable from the generator to the pump was
male at both ends. This meant that if the cable was disconnected from the pump whilst
the generator was operating the live connection pins were exposed. Use of this pump
has been banned and it been withdrawn from service until such time as the
manufacturer can make appropriate modifications. AB also commented that the pumps
used by BEES only use 9V car or marine batteries and do not run on the equivalent of
mains power.
Action: CM to pass this Issue onto the WHS Coordinator for Engineering.

6. Corrective Actions Update
6.1. Progress on closing Corrective Actions
CM noted that some CAs have been
in the system for a long time. It is apparent that in some cases the CAs have been
addressed but not closed off. To change this behaviour, CM will provide the Committee
with a list of responsible officers who fail to close off CAs within the timeframes specified
by the risk assessment. Action: CM to review the outstanding CAs in H20 and inform
the responsible officers that they must address these CAs.

7. Workplace Inspections and Electrical Testing & Tagging
7.1. Progress with Workplace HS Inspections
‘High risk’ areas at the eastern end
of D26 were inspected and CA’s need to be entered into H20. It is anticipated that 4th
Floor will be completed July.

7.2. Electrical Testing and Tagging
The annual testing results from SPA
Trade Services were added to the Electrical Safety web page on the BEES HS website

8. HS Training Update
8.1. Progress on new staff completion of mandatory HS training
CM requested LI go through the process of identifying BEES ‘new starts’ in NSS so closer
attention can be paid to those persons who may not completed online training.

8.2. HS for Supervisors and Managers
CM noted that the list of supervisors
and managers requiring refresher training has yet to be generated.

8.3. HS Training in BEES
A number of approaches were
undertaken to ensure BEES staff were competent with the stage 1 release of the
Safesys web-based HS documentation record management system. These included
one-on-one sessions with users, group sessions and a mail out of the Safesys
information power-point presentation. The system is now being rolled out to all of
Medicine and Science. BEES will now move onto piloting stage two of the system for the
Faculty of Science.
9. Progress on completion of online Self Audit Tool  
Noted at the previous meeting, the completion of the SAT will now be part of the audit requirements later this year.

10. First Aid, Emergency and Security Arrangements

10.1. First Aid  
Staff and PGs responded to a brief survey regarding FA qualifications. It was noted that many people involved in fieldwork activities had let their qualifications lapse. All staff involved with fieldwork are reminded that they must comply with the requirements for FA trained personnel on fieldtrips (set out in the UNSW Fieldwork Guideline). When planning fieldwork activities in Safesys the nominated FA trained personnel must be identified (as part of the participant roles).

Responsibilities for FA boxes (monitors) within BEES were reviewed and new contact information lists produced to accommodate staffing changes. If a FA kit in your area has not been updated (i.e. the kit monitor is no longer in BEES) please inform the BEES HS Manager.

10.2. Emergency  
No building emergencies were reported over the past 6 weeks.

10.3. Security  
It was reported that external doors in the basement are being propped open both during the day and out of hours. This is a serious security breach. Equipment worth tens of thousands of dollars is frequently used in this area. The theft of the equipment would be a significant loss to the research capabilities of the School. This is however, a very small price compared to the potential fines that could be imposed by Workcover. Failure to regulate/control access to potentially hazardous areas and failure to prevent access to equipment that may cause serious injury or death would not be treated lightly.

11. Changes to Workplace

11.1. BEES building related workplace changes.  
KS reported that Ian Graham was moving into the area vacated by Jes Sammut (509). Also, in preparation for the construction of the new building modifications to LG12 (expansion of the corridor width by 1 metre) would soon commence. Discussions were still progressing to establish alternative storage for the rocks in LG12.

12. New Business/Business without notice  
CM informed the Committee that Facilities were conducting a Biowaste generation survey to prepare a budget estimate for funding the costs associated with the clini-smart bins. Currently BEES mostly uses the 260 L yellow bins. Facilities wants to know how much time is spent on managing Biowaste (autoclaving, etc.) to establish the true cost. CM will follow up with Rochelle Johnston and SS.

13. Next Meeting  
The next meeting date will be 4 August (1:30 – 3:00 pm). Other proposed meeting dates for 2014 are 15th September, 27th October and 8th December (all dates subject to confirmation).

14. Close of Meeting  
Meeting closed 14:05