Meeting began at 13:37

Present: WS, JW, KS, BS, LI and CM

1. Welcome & Apologies
   Apologies received from ME, SB, PMcC, KC & DC.

2. Minutes of the Previous Meeting (11.08.14)
   Approved

3. Action Items and Matters Arising from the Previous Minutes.
   3.1. BEES HS Website.
      All BEES were informed of the website changes reported at the previous meeting in the September edition of the BEES HS Manager’s Report. Changes made since that meeting include, addition of a link to FM for online request for chemical waste collection, updated HSCC Constitution, modification of the workplace inspection form (HS017ab), and the addition of a new page entitled Biosafety Management and Immunisation. Action: CM to will continue to inform HSC Committee of other changes at the next and subsequent meetings.
3.2. BEES Safety Culture. KS announced that the next single page information sheet for biological and chemical waste procedures will be emailed out to the School. **Action:** KS will email out or post this poster.

3.3. SafeSys Stages 1 and 2 rollout CM announced that Stages 1 and 2 had been rolled out to all high risk Faculties and that everyone in BEES (Staff and PGs) should now have access. Hons students will need to be added. CM noted that a lot more effort was required by BEES to make use of the equipment management aspects of the system. If everyone does not register their equipment, corresponding equipment maintenance schedules and records then they will have to keep struggling with HS030 and HS088. CM also commented that purchasing procedures for equipment must be followed and that this includes submitting a copy of a HS633a checklist, etc. before the goods are approved. **Action:** CM to inform BEES Finance staff not to allow a purchase to proceed unless the HS requirements are met.

3.4. SciQuest rollout KS reported that there were between 20 to 25 BEES users in the system. The School will purchase three barcode printers which will be located in D26 G23, 424 and 529. Labs will be required to purchase scanners from UNSW IT. **Action:** KS to inform labs when the hardware is available.

3.5. Biowaste survey CM and the UNSW Biosafety coordinator (Kate Noble) had a brief walk through BEES D26 and identified a number of areas should be listed on a HS075 Biohazard register. CM mailed out the the HS075 template to the School to collate the register for the School and return the Kate Noble for UNSW records **Action(s):** CM to collate the returned HS075s and send to Kate Noble.

3.6. Private vehicles and comprehensive insurance CM reported that this matter has been raised with Finance for review and is awaiting a response from RAIA. In terms of HS, provided a vehicle is registered and roadworthy then TPP insurance should have been sufficient. It is anticipated that the ruling for fully comprehensive insurance might be an Australian Tax Office requirement.

3.7. Chemical Waste Forms Addressed in 3.1

3.8. Audit preparation CM expressed some disappointed with the response from the School regarding the preparation requests sent out during 2014 (and 2013). There has been mixed levels of commitment with some research areas actively attempting to be compliant whilst other large research groups/areas have not returned anything. CM identified some key areas where work was required which included: biological hazards, purchasing and contractor compliance, and HS compliance with demolition and new building works. Training was another area where greater effort is required (referred to later in item 8)

4. Correspondence In and Out
4.1. Minutes from L1/L2 HS Committee CM emailed the links for the L1 Committee Minutes for 2014 to JW 26/8/14. An incident identified in the Minutes referred to an O2 gas alarm going off at the beginning of the year and security entered the room. The out of hours contact information was not current. The other information noted was that UNSW will be moving to a 4 x 4 Risk Matrix instead of the current 5 x 5.
4.2. Email from staff/students about HS issues/hazards. No emails / correspondence from staff of students were reported by the HS Reps.

5. Review of Hazards & Incidents Reported

5.1. H20 reports CM reported that 90+ H&I issues were listed in H20 since June (mostly from Workplace inspections). The issues included:

- **4 Highs** – (2 ladder issues) i.e. no ladder for accessing materials above shoulder height and a ladder with no load capacity warning; flammables stored in a non-sparkfree refrigerator, and insufficient Biowaste Bins supplied increasing risk of injury from hazardous manual tasks

- **20 Mediums** – mostly issues concerning chemicals, storage, housekeeping, electrical and building defects. Construction noise was raised by the occupants of G17, and a fieldwork injury from animal/insect bites (poor field work hygiene).

- **67 Lows** – same hazards categories as the mediums with plant/equipment and ergonomic issues as well.

5.2. Injuries resulting in Workers Comp claims or time off work The injury noted above from animal/insect bites resulted in the PhD student spending 4 weeks off work.

5.3. Investigations into incidents No investigations into incidents were conducted since the last meeting.

6. Corrective Actions Update

6.1. Progress on closing Corrective Actions CM reported the following progress towards closing CAs (report run more than a week prior to this meeting)

Of the 101 CA report listed in H20, since the last meeting:
- 63 were closed (up from last month – 24)
- 14 progress initiated (last month 15), and
- 24 yet to be addressed (last month 35)

It was noted that of the closed CAs 26 has closure date and 37 did not.

7. Workplace Inspections and Electrical Testing & Tagging

7.1. Progress with Workplace HS Inspections No WPIs undertaken by the HSCC during the past month. In preparation for the audit CM requested all BEES room and work area supervisors complete workplace inspections and ensure all hazards are reported and entered into H20.

7.2. Electrical Testing and Tagging KS will organise for the ET&T contractors to test and tag in BEES in November, in keeping with the testing schedule. JL has offered to undertake training to assist with Test and Tagging of electrical items throughout the year.
8. HS Training Update
8.1. Progress on new staff completion of mandatory HS training CM reported that all staff who had not completed the mandatory online training (i.e. had an incomplete or never attended against their training records) have been uploaded into MOODLE so that BEES can achieve 100% compliance with HS training.

8.2. HS for Supervisors and Managers LI noted that the dates for supervisors training were 28th October for OFFSUP and 6th November for LABSUP. **Action:** CM will inform supervisors of these dates and request they enrol.

8.3. HS Training in BEES CM ran a training report last week to update the School training register in preparation for the audit.

9. Progress on completion of online Self Audit Tool CM will complete the SAT on behalf of the School within the next fortnight in preparation for the audit.

10. First Aid, Emergency and Security Arrangements
10.1. First Aid Discussion deferred to 12.2. New Business (Remote First Aid)

10.2. Emergency No building emergencies were reported since the last meeting. Next drill scheduled for 9th December 2014.

10.3. Security There are still ongoing problems with security in the basement related to propping open doors. Security have been informed to keep an eye out for anyone seen leaving doors open.

11. Changes to Workplace
11.1. BEES building related workplace changes. KS reported that the contents of the ‘Boat Shed’ D26 LG06A have been transferred to the Randwick storage area (R9). The contents of the ‘Formalin preserved samples storage area’ will be moved to LG05A and B, and some materials will be moved to Randwick from the LG12 storage area to allow widening of the corridor.

12. New Business/Business without notice
12.1. Immunisation CM noted that supervisors should review workers needs for immunisation, especially if the work involves animal handling or other activities where disease prevention is required. In addition, staff and students travelling overseas should consider their immunisation requirements in accordance with the UNSW Travel Guidelines.

12.2. Remote First Aid Information regarding Remote First Aid was received from ‘All Aid First Aid’. The course would be a two practical training program preceded by completion of an online training program. It was suggested that the training would be held at Chowder Bay and the cost would be $3000 for 12 people. The qualification would be Provide First Aid – HLTAID003 but the content would be tailored to the work BEES Fieldwork needs. It was suggested that the level of demand in BEES should be determined.
13. Next Meeting

The next meeting date will be 27th October (1:30 – 3:00 pm) and the last scheduled meeting for the year, 8th December (dates subject to confirmation).

14. Close of Meeting

Meeting closed 15:00