Meeting began at 13:10

Present: DC, JW, PMcC, ME, BS, KC, SB and CM

1. Welcome & Apologies
   Apologies received from KS & LI.

2. Minutes of the Previous Meeting (15.09.14)
   Approved

3. Action Items and Matters Arising from the Previous Minutes.
   3.1. BEES HS Website. Changes made since last meeting include, a front page link to BEES HS webpages accessed by clicking on the H20 symbol or hyperlink below it, an EAP link installed, modified HS Committee page, Chemical Safety page, and took out the links for a number of paper forms on the HS Forms page. (The paper forms are still available on the UNSW website, if needed) 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 Implementation PMcC/CM announced that the project had received additional funding for 2015 to enhance the Competencies managed by the system. The system was demonstrated to representatives from the University of Sydney (24/10/14) to illustrate that Enterprise HS Management Systems can be simple to use and effective increasing the level of compliance across the institution.

3.4. SciQuest rollout KS/SB noted some users were not able to access the system. This could be related to the user either not having JAVA software installed or the software had not been update. If users are having problems then they should log a service request with IT or discuss the problem with KS or SB.

3.5. Biowaste survey (Biohazard survey) CM collated the HS075s for BEES and sent them on to the UNSW Biosafety coordinator (Kate Noble). Kate Noble indicated that she conduct an audit of our Biological Facilities after the School completes its 3-yearly Audit. Action: CM to arrange with Kate Noble a suitable time to audit D26 BEES Biological Facilities.

3.6. Private vehicles and comprehensive insurance CM reported that no response had come back from RAIA prior to this meeting regarding this issue. Whilst this matter was not an issue for the BEES HSC Committee no approval can be given for use of a private vehicle for UNSW travel unless it is fully comprehensively insured. CM will continue to seek clarification from UNSW Administration why this level of insurance cover is required, especially when no mileage rebate is requested.

3.7. Audit preparation Audit preparation/performance and identified non-compliances were discussed as New Business (and made the first Agenda Item for this meeting).

4. Correspondence In and Out
4.1. Minutes from L1/L2 HS Committee No new L1/L2 HS Committee Minutes/Reports have been received since the BEES L3 HSCC September meeting.

4.2. Email from staff/students about HS issues/hazards. No emails received regarding HS Issues from staff or students

5. Review of Hazards & Incidents Reported
5.1. Hz0 reports CM reported that 121 H&I issues were listed in Hz0 since the beginning of July.

11 Hazards – H=1, M=8 & L=2

1 Incident (M = condition related to poor hygiene and animal handling. This prompted the addition of the Biosafety and Immunisation page on our website)

14 System deficiencies (Ys from the BEES Self Audit – 26/9/14)
95 WPIs reported i.e. H=4, M=16 & L=75

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

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

Of the 128 CAs listed in H20, for the period July to 24/10/14:
81 were closed (up from last month – 63)
34 progress initiated (last month 14), and
13 yet to be addressed (last month 24)

CM reiterated the need for Corrective Action Plan to be completed in H20 (i.e. date when action is completed) so that the relevant question in the self-audit is not listed as a System Deficiency.

7. Workplace Inspections and Electrical Testing & Tagging

7.1. Progress with Workplace HS Inspections No WPIs undertaken by the HSCC during the past month. Inspections of off-Kensington Campus locations (e.g. Randwick Storage Areas and Chowder Bay) should be conducted before next meeting.

7.2. Electrical Testing and Tagging KS organised ET&T contractors to test and tag in BEES in commencing first week in November. KC requested G17 be a priority as much of the electrical equipment is new (less than 12 months old) but untagged.

8. HS Training Update

8.1. Progress on new staff completion of mandatory HS training CM reported that there are many people in BEES who still have the Mandatory training listed as incomplete or open in their training records.

8.2. HS for Supervisors and Managers CM informed supervisors of the last remaining supervisor training dates for 2014 (28th October for OFFSUP and 6th November for LABSUP).

9. Progress on completion of online Self Audit Tool CM completed the SAT on behalf of the School on 26/9/14 in preparation for the audit. CM identified 13 System Deficiencies and the resulting score was 86%. The System Deficiencies were recorded in H20 and must be closed out before Christmas.

10. First Aid, Emergency and Security Arrangements

10.1. First Aid PMcC informed the Committee that the Remote First Aid Course was a Standard FA Course combined with additional practical training specific for remote locations. The course structure would be completion of online training and assessment prior to 2 days of in-depth study of remote area theory and skills suited to BEES activities. It was suggested that people should take the course
in the year that their current FA qualification will expire. The costing is a flat rate $3000 (plus GST) per course with a maximum number of 12 people per course.

10.2. Emergency

No building emergencies were reported since the last meeting. Next drill scheduled for 4th December 2014.

10.3. Security

No issues reported since last meeting.

11. Changes to Workplace

11.1. BEES building related workplace changes.

KS reported preparation works for alterations in the D26 basement were well underway. Over the next few weeks modification to the southern fire exit, refit of eastern areas to accommodate the Science Workshop and other facilities, and reduction of storage space (LG12) will be completed.

12. New Business/Business without notice

12.1. Audit

DC presented a summary of the audit proceedings conducted 22nd October. The auditor identified a number of non-conformances related to the building design and construction. Concerns were raised at the level of noise generated by the plant in the basement, open access to areas that should be closed off, and poor maintenance of some electrical facilities. The auditor was impressed with the level of commitment to HS evident throughout the School from the Head of School down, and noted that there was a high level of expenditure and investment in maintaining and improving work safety. At the closing meeting the auditor indicated that the School would pass with a score in excess of the 75% pass mark.

CM presented the list of 13 non-conformances identified in the self-audit prior to the external audit. These non-conformances typically involved non-compliances with training requirements, procedures not followed for purchases goods and services, incomplete inspection testing and monitoring programmes, and failures with respect to corrective actions or following corrective action procedures. One additional area of concern identified in the self-audit was the failure to determine health surveillance needs for certain positions within the School. CM noted that there were positions in BEES that involve animal handling, working in noisy environments, and other environments where the incumbent might be exposed to conditions that could lead to long term health impacts on worker health. Action(s): CM to close off audit non-conformances identified via the SAT before Christmas. CM will summarise audit findings and present the summary at end of year meeting.

13. Next Meeting

The last scheduled meeting for the year, 8th December (date subject to confirmation).

14. Close of Meeting

Meeting closed 14:25