Meeting began at 13:35

Present: DC, JW, KS, KC, SB and CM (and LI)

1. Welcome & Apologies
Apologies received from ME, BS, PMcC

2. Minutes of the Previous Meeting (27.10.14)
Approved

3. Action Items and Matters Arising from the Previous Minutes.
3.1. BEES HS Website. No changes since last meeting. CM will review content during summer break and update where necessary. 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 was emailed out to the School. KS an ME will create list of new HS tips for distribution next year.
3.3. SafeSys Implementation  
CM announced that development of Phase 2 of this project was underway. The enhancements include modification to the competency section to allow counter declarations by supervisors or trainers; security/confidentiality to limit access to certain documents in Safesys; capacity to develop risk registers; and make changes to the risk rating system (in line with other UNSW risk systems).

3.4. SciQuest rollout  
KS commented that the roll out and uptake of SciQuest in BEES was progressing well.

3.5. Biowaste survey (Biohazard survey)  
CM reported that FM released a summary of proposed changes to biowaste management. Changes include renegotiating the price for collection of clini-smart bins, add information about clini-smart bins in Laboratory Safety Awareness training, encourage laboratory managers to improve use of bins to increase the of waste collected from an average of 2.1 kg to something that approaches the industry average of 5 – 8 kg per bin; and Faculties to provide more accurate information regarding predicted increases or decreases in waste generation in each year.

Kate Noble (UNSW Biohazard coordination) has made some changes to the Biohazard Register information to make it easier for Schools like BEES to record their biohazards. 
Action: CM to arrange with Kate Noble a suitable time to review/audit D26 BEES Biological Facilities early next year.

3.6. Private vehicles and comprehensive insurance  
CM reported that the revised Travel Procedure (Section 4.6) states that MV1/MV2 forms are completed for tax purposes and the procedure stipulates that the vehicles must be comprehensively insured. Supervisors should consider issues related to transportation when proposing research projects. According to the Travel Procedure (Section 7.1) students whose travel is not funded by UNSW are not required to complete the MV1 form but must be aware that UNSW does not accept any liability for damage, loss or injury arising from the use of a private vehicle on UNSW business. This matter will need to be considered in the revised HS406 Fieldwork Guideline.

3.7. Audit result  
CM circulated a document (141110 Audit comparisons.xls) to summarise the audit non-conformances identified from 2011 – 2014. The non-conformances have steadily trended downwards over the past 3 years. Implementation of online systems assisted BEES in improving audit performance.

3.8. HS Targets for BEES Strategic Plan and 2015 HS Budget  
The Strategic Plan identifies training and document transfer to Safesys as the major HS targets for 2015/2016. DC indicated that the budget allocation for HS would be similar to current expenditure. CM noted that expenditure has become a ‘fixed’ cost these days as most funds are spent on the ongoing costs for maintenance of the online systems, communications, First Aid and electrical testing and tagging.

4. Correspondence In and Out
4.1. Minutes from L1/L2 HS Committee
No new L1 HS Committee Minutes/Reports have been uploaded since the BEES L3 HSCC October meeting.
4.2. Email from staff/students about HS issues/hazards. CM received an email from a student in IES regarding room temperatures and the inspection of computers. However, the issue was a matter for IES to resolve because the area has air conditioning.

5. Review of Hazards & Incidents Reported

5.1. H20 reports CM presented a brief report summarising the Hazard and Incident issues logged on H20 during 2014. The proportion of reported hazards and incidents as a percentage of all reports in 2014 was slightly lower than the cumulative result from 2010 to 2013 (14.6 vs 17.9 %). Most of the hazards identified were covered by the following 5 categories: chemical exposure (23%), electrical (13%), fire/explosion (9%), housekeeping (27%) and plant & equipment (14%). The risk assessments for the reports were 5 high, 33 medium and 92 low.

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 listed in 2014.

167 CAs were listed in H20 with 135 closed/actioned, 12 in progress, and 20 submitted (yet to be addressed). This represents 81% completion for 2014 CAs. CM noted that 40% of the yet to be addressed were the non-conformances from the October audit. It was also noted that some CAs (boating issues and electrical) identified as ‘in progress’ were actioned and the record in H20 should be updated to reflect this.

7. Workplace Inspections and Electrical Testing & Tagging

7.1. Progress with Workplace HS Inspections No WPIs undertaken by the HSCC during the past month. Effort to undertake inspections of off-Kensington Campus locations (e.g. Randwick Storage Areas and Chowder Bay) as well as laboratory/workshop areas should be made during January/February 2015.

7.2. Electrical Testing and Tagging KS reported that the contracted ET&T of BEES appliances was completed in November at a cost of approximately $13000. It was suggested that in the months leading up to this annual inspection time, everyone should be encouraged to discard unwanted electrical items to help lower this cost.

8. HS Training Update

8.1. Progress on new staff completion of mandatory HS training CM reminded new starts identified as not having completed the training that they should complete the online training as soon as possible.

8.2. HS for Supervisors and Managers Some BEES staff attended the supervisor training (28th October for OFFSUP and 6th November for LABSUP). CM will review the need for further training and supply LI a list for 2015.
9. Progress on completion of online Self Audit Tool  
CM reported that the System Deficiencies identified during the September self-audit were closed according to recommendations by the external auditor. It was suggested that the 2015 Self Audit be scheduled around March/April.

10. First Aid, Emergency and Security Arrangements  
10.1. First Aid  
KS has organised a Remote First Aid course for 20-21 January 2015 and all places are currently filled.

10.2. Emergency  
The drill scheduled for 4th December was cancelled for a number of reasons (illness, conflicting activities and potential bad weather – lightning strikes). CM used the time allocated for the drill briefing to hold an annual meeting. It is anticipated that an out of Session drill will be scheduled for January

10.3. Security  
CM attended an Active Shooter Workshop organised by UNSW Security on 4th December. The workshop was designed and delivered by the NSW Police Anti-terrorist unit to raise awareness regarding the elevated security risks now posed by terrorist activities in Australia.

KS/CM are collating a list of persons who may be in the BEES Buildings during the Christmas Shutdown. The list will be sent to security on 17th December.

11. Changes to Workplace  
11.1. BEES building related workplace changes.  
KS reported that the preparation works on the lower ground floor and temporary loading dock were progressing well. The Chemical Waste (LG41) store will have the last collection on 11th December. All chemical waste will need to be collected from individual labs (18th December) or stored in labs until the completion and handover of the new store at the temporary loading (after 19th December). Staff and students will need to be inducted to use the goods hoist currently being built between the Samuels Building and the D26 link wing to deliver waste to the store, etc.

11.2 Fowlers Gap  
JW/CM reported that Fowlers Gap is now under BEES administration and therefore will provide a HS Representative for the Committee. It was suggested that meetings will need to be conducted in suitable locations on Campus to allow the Fowlers Gap HS Rep to attend via Skype.

12. New Business/Business without notice  
12.1 AED Rollout  
CM informed the Committee that D26 is scheduled to have an AED (Automated External Defibrillator) in February 2016.

12.2. Workplace Noise  
JW announced that LI had taken some baseline noise reading in the basement areas.

13. Next Meeting  
No dates were set for the meeting in 2015. Dates for future meeting will be set in January when the teaching timetable is organised. It was agreed meetings will not be held on Mondays next year (possibly Tuesdays)

14. Close of Meeting  
Meeting closed at 14:40.