

# SCHOOL OF NATURAL SCIENCES

## Occupational Health & Safety Committee

Meeting 10:30am, Friday 29<sup>th</sup> September 2006  
K8 Meeting Room, Hawkesbury Campus

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### **Present:**

Jann Fathers  
Herbert Caballero  
Jennie Nelson (Chair)  
Dr Loo-Teck Ng

### **Apologies:**

Dr Gary Dennis  
Karen Sobol  
Susie Wootten  
Jo-Anne Chuck

### **In attendance:**

Sandra Tuckwell (Minutes)

### **Acceptance of minutes of previous minutes**

Minutes were accepted and seconded by Jann Fathers and Loo-Teck Ng, respectively.

### **Matters arising from minutes**

1. Jo-Anne Chuck agreed to join the committee as the second management representative as the alternate to Don Dingsdag.
2. Evacuation training was held at Parramatta campus with 8 staff members attending. The committee agreed that evacuation training was a significant issue in this building due to alarm bells not being heard in all areas and the structure of the building i.e. alcoves etc. It was agreed that another training session should be scheduled in January / February 2007, for staff who were unable to attend this training session.

***ACTION:*** Jennie to schedule an evacuation training session for Parramatta campus in January / February 2007 in consultation with Laboratory Managers. In addition, check that there are a sufficient number of emergency warden's in the building.

3. All School staff have now been given access to the OH&S WebCT site and there has been a very positive response to the site. About 50% of people have visited the site more than once and Jennie has received several positive emails regarding the site.
4. The College has approved a purchase order to supply the update to the ChemWatch program. Once this update has been completed staff training will be organised.

**NOTE POST MEETING:** *The purchase orders for the ChemWatch Add-on Program and the associated training have been raised and are expected for delivery pre-Christmas 2006.*

5. An email was received by the School alerting the fact that not all staff and researchers were compliant with waste drum labelling. This issue has now been addressed with the necessary training.

6. Radiation Safety Compliance

- Parramatta campus – Majority of non compliance issues are administrative problems e.g. signage and monitoring documentation. The desired outcome is that the Parramatta facility be allowed stay open even though there is currently only a small amount of usage. It is felt that the money spent on the required upgrading and staff training would be significantly cheaper than establishing a new facility when required. Bill Bartolo will address all compliance issues with the Laboratory Managers.

**ACTION:** *Laboratory Managers at Parramatta are to liaise with Bill Bartolo to ensure that compliance issues are addressed ASAP.*

- Hawkesbury campus – The soil probe is an ongoing facility being used regularly by staff and students for research use only. This neutron probe is used off site but stored at Hawkesbury Campus. Again the majority of non compliant issues are administrative. However, this facility will be far more expensive than Parramatta to upgrade and become compliant as there is a need also for improved storage and monitoring facilities. Report and quotes for the upgrading of trucks used for transport and storage facilities will be sent in the next couple of weeks.

**ACTION:** *Jennie to seek formal quotes in conjunction with Bill Bartolo for necessary upgrades to existing facilities.*

### **New Items for Discussion**

7. Electrical Tagging and Testing

7.1 After several emails between Rob Mulley and the OH&S Unit it has been agreed that tag and testing of high risk areas will be carried out 12 monthly with a sight inspection only required every 6 months.

7.2 Parramatta Campus staff were not completely happy with the company used to carry out the Tag and Testing of equipment. Jennie suggested that other Schools within the University should be contacted to compare the quality of service across the University. Due to the high cost of providing this service it is necessary to ensure that we receive the best service possible.

7.3 Office space protocol to be discussed with OH&S Unit.

**ACTION:** *Jennie to contact other Schools to ascertain and compare the quality of service being received across the University with the view to changing the company this School has used.*

8. Rob Close from the Animal Care and Ethics committee has sent a letter to Jennie raising concerns for Equine Unit staff with regard to the ongoing issue of bird droppings in the horse unit area. Jennie contacted both the OH&S Unit and Dr. Sue Reed, lecturer and consultant in the area of OH&S for advice on addressing

this issue. As a safety measure Sue Reed advised that staff should be wearing gloves and masks while cleaning the bird droppings from areas in the Equine section to minimise any risk to their health.

**ACTION:** *Rob Mulley has requested Sue Cusbert to carry out and document a formal risk assessment of this problem. Once documented a decision will be made on protocol and training for Equine staff.*

#### **Other Business**

9. Herbert advised that there were no other issues that need to be raised in relation to Parramatta Campus.
10. Jann advised that both Carolyn Bradbury and Sandra Tuckwell had recently completed their First Aid Reaccreditation training and that Sandra had also completed the Fire Warden training.
11. It is to be noted in the minutes that Karen Sobel has arranged for the concrete pad to house the L10 bin to be installed on Tuesday 3<sup>rd</sup> October. Jennie advised that all other bin sites on Hawkesbury Campus were also to have concrete pads laid.
12. Research labs at Parramatta Campus are to be inspected after the next College OHS meeting. Lab Site Inspection forms are to be used as a guideline for these inspections. These forms are available from the School OHS WebCT site. Jennie to advise Herbert of inspections dates once known.
13. Jennie advised that Facilities Management had repaired the damaged paving around building K16.

Next meeting date to be advised. This meeting will be held at Parramatta Campus towards the end of semester.

Jennie thanked members for attending the meeting.

Meeting closed 11:15am