



Workgroup: **ELS OH&S COMMITTEE**

DATE: 18 th September 2008	LOCATION E7A 108
PARTICIPANTS: Jenny Minard, Elsa Mardones, Russell Field, Ron Claassens, Kieran Wicks.	APOLOGIES: Peter Tuchin, Rob Willows,
CHAIRPERSON: Russell Field	SECRETARY: Jenny Minard (temp)
START TIME 10.05 am	FINISH TIME: 11.45 am

ITEM NO.	AGENDA ITEM	REPORT
1	<i>Review and confirm the minutes from previous meeting.</i> Confirmed.	Chairperson

2	<i>Report on Action items from the last meeting.</i>	Chairperson
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ITEM	ACTION	By Whom	DUE DATE	CLOSE DATE
22 nd Feb 08	<i>Mercury spill – it was noted that ELS should have more readily available Hg clean up kits. Prepare kits for any future spills. Jenny to try and set up a Hg register, to find which areas need spill kits. Identify need for Division to purchase mercury vacuum cleaner. Seek Dean okay and funds.</i>	<i>Russell and Jenny</i>	<i>On going</i>	

Workgroup: **ELS OH&S COMMITTEE**

2 Cont.	<i>Report on Action items from the last meeting.</i>			Chairperson
22 nd Feb 08	<p>Discussed that a Chemical Spill Kit should be obtained for each building (high risk buildings a kit on each floor) Jenny to advise what kits should contain. Kieran, Jenny and Russell to discuss and decide how many kits we need.</p> <p>Mercury Skill kits for each building E5A, E5B, E7A, E7B, E8A & E8B to be stored with main technician or supervisor office. Signs to be installed in each lab as to Hg Spill Kit locations.</p>	<p>Departments to buy for relevant buildings (or share of building)</p> <p>Jenny to obtain quote. Ron to approve from Division funds.</p>	<p>ASAP</p> <p>ASAP</p> <p>Ongoing</p>	Done
22 nd Feb 08	<p><i>Inspection of labs in E5A/B</i></p> <p><i>Ongoing</i></p> <p>New inspection plan being devised. To be discuss next meeting.</p>	<i>Kieran and Russell</i>	<i>Mid Feb 2008</i>	<p>Moved to end of MAY</p> <p>Moved to next week 20th sept</p>
22 nd Feb 08	<p><i>Chiro outline to OH&S committee, to make sure in line with University Policy on reporting incidents.</i></p> <p><i>Ongoing – Suggest meeting to review current procedures Michael C, Peter T, Curtis R, Roger E, Karinna H and Sharyn E</i></p>	<i>Peter</i>	<p>ASAP</p> <p>Ongoing</p>	Referred to Michael in HR to follow up
2 Cont.	<i>Report on Action items from the last meeting.</i>			Chairperson


Workgroup: ELS OH&S COMMITTEE

22nd Feb 08	<p>OH&S office to review processes to strengthen procedure – increase follow up and reporting of stats etc and to explore introducing a risk management training program</p> <p>OH&S office to review OH&S processes</p>	Michael	Ongoing	
22nd Feb 08	<p>Seek specific advice on requirements re the wearing of shorts vs trousers and Material Safety sheet in general. Discussed the need for a 'DRESS STANDARD' with reference to clothing styles and materials (ie shorts, midrift tops, thongs etc)</p> <p>Lab Coats and appropriate shoes must be worn in labs. Lab coats must be button if wearing midrift or singlet tops, no open shoes. Ensure appropriate signage</p>	<p>Elsa</p> <p>Info to shared with users</p>	<p>Ongoing</p> <p>ASAP</p>	<p>Ron to put up new signs (18/9/08)</p>
22nd Feb 08	<p>New Chiropractic staff to do OH&S training</p> <p>Report for committee and Dean re OH&S space in Chiropractic</p> <p>No report from Chiropractic (18/9/08)</p>	<p>Peter/Russell</p> <p>Peter</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Next Meeting</p>



Workgroup: **ELS OH&S COMMITTEE**

5 th May 08	Liquid Nitrogen trolley / supply options for improvement Talk to relevant parties about options	Ron to take on Ongoing	Semi Urgent ASAP	
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3	<i>Review Incident's since the last meeting.</i> Keiran Wicks informed us of report sent to HR re Crushed foot by set of draws falling on it. Staff back to work after seeking medical advice. Keiran Wicks also informed us of staff travelling in lifts with Liquid Nitrogen vessels			
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ITEM	ACTION	By Whom	DUE DATE	CLOSE DATE
3	Notify supervisor to correct bad practice. Locate signage in lifts	Russell/Jenny	ASAP	

4	<i>Review Workplace Safety Inspection.</i> Laboratories F7B 316,302 and 214 inspected by Elsa Mardones and Jenny Minard 27/8/08			Chairperson
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ITEM	ACTION	By Whom	DUE DATE	CLOSE DATE
4	Report sent to HOD in CBMS. CBMS to improve laboratory standards	Jenny Minard	Mid Oct	

5	<i>Report from Macquarie University Central OH&S meeting.</i> See Central Minutes dated			Russell
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Workgroup: **ELS OH&S COMMITTEE**

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ITEM	ACTION	By Whom	DUE DATE	CLOSE DATE
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6	<p><i>Sub-Committee Reports</i></p> <p>BioSafety</p> <p>There are some issue regarding the status of the PC2 labs. We were told our license was suspended and not close. AQUIS may have closed our license as our Parent lab is closed for renovations. Russell has confirmed that E5A 052 will be confirmed AQIS upgrade. (19/9/08)</p>	Elsa		
6 cont.	<p>Chemical</p> <p>Report on Ethidium Bromide replacement with less hazardous chemical. Hope to be clear of Ethidium bromide by year end. (18/9/08)</p> <p>Radiation</p> <p>No report 18/908 There are no incidents to report in regard to Radiation Safety.</p> <p>All dosage monitors (radiation badges) report within normal ranges.</p> <p>Annual reporting requirements regarding uranium isotope series samples kept on campus. Required visual inspection of inventory items and update of inventory list. This</p>	Jenny		
		Rob/Ron		



Workgroup: **ELS OH&S COMMITTEE**

6 cont.	<p>report will be sent to ONA later this week as reporting is for the year 1st July 2007-30th June 2008. Re: ASNO licence from the ONA (section of DFAT).</p> <p>I also had to supply them with updated university maps, building maps and room locations housing all uranium series isotopes kept on campus in late May 2008.</p> <p>Repairs required to auto taps in labs – foot controls to be installed Geiger counter found note in working order – to be repair or replaced</p> <p>Fieldwork</p> <p>Null report 18/9/08</p> <p>Chiropractic Clinics & Skills</p> <p>No Report 18/9/08</p> <p>ISSUE 1: Trips over power cords between chiropractic tables in E5A Skills room REPORTS: No incident forms have been filed, however, anecdotal reports from tutors state it is a common occurrence INSPECTION - PT reviewed the situation on 25/6/08 and submits the details below Area = 14M x 14M; 16 tables which require 2-3 students per table. Students regularly change positions from “doctor” to “patient”. Therefore students regularly move and require table height to change Possible solutions</p> <ol style="list-style-type: none"> 1. raised flooring to allow cords to emerge at each table 2. more poles to allow cords to be situated at each table 3. cubicles 4. suspend cords from ceiling 	<p>Russell</p> <p>Peter/Ron</p>
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Workgroup: **ELS OH&S COMMITTEE**

5. scribe (?key) cords into pre-existing floor
 6. cord protection sleeves
 7. remove cords after every use
- Quotes will need to be requested to determine which the best solution is

ISSUE 2: OHS training as part of new staff induction

CURRENT SITUATION

New staff are given minimal OHS information as part of their induction

Possible solutions

PT will liaise with Ron Claassens to provide more detailed information which can be included in new staff induction.

New staff invited to attend OHS information session conducted by Ron Claassens.

ITEM	ACTION	By Whom	DUE DATE	CLOSE DATE
6	<p>BioSafety Meeting to be arranged with AQUIS regarding our PC2 lab status and what we need to do</p> <p>Chemical Dry ice machine purchase and installation to be investigated - find the best solution. Ron proposed small shed near F7A –Ok from OFM (18/9/08)</p> <p>Radiation ONA report Re: ASNO licence to be sent off</p> <p>Obtain quote for electronic tag access to labs in E8A rooms 234a 234b and 235. Quote obtained \$7000 for first door then \$4500</p>	<p>Elsa (Russell)</p> <p>Ron</p> <p>Rob</p> <p>Ron</p> <p>Ron & Rob</p>	<p>ASAP</p> <p>Waiting for OFM to start work</p> <p>JULY</p> <p>ASAP</p> <p>ASAP</p>	



Workgroup: **ELS OH&S COMMITTEE**

	<p>for every other door</p> <p>Geiger counter to be repaired or replaced</p> <p>Chiropractic New staff induction – set up procedure for appropriate induction</p>	Ron & Peter	JULY	Done
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7	<p>Training & Information</p> <p>Jenny and Russell reported from their attendance at an ELMO online training demo in Physics. Brief discussions led to a conclusion that it is a good way to go. Online course cover everything from site inductions</p>	Jenny & Russell		
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ITEM	ACTION	By Whom	DUE DATE	CLOSE DATE
7	ELMO online solutions to be explored for ELS	Jenny & Russell	Next Meeting	

8	<p>New Business</p> <ul style="list-style-type: none"> Tagging & Testing, Current tester (Brad) has contract to the end of next year (2009) New University tagging policy does not comply with Australian regulations. OFM looking into administrating tagging in the university. Russell sent report from Brad to M. Carley APAF report from Keiran Wicks – Lab Inductions, Fire Warden training, Maintenance, Incident report, Door stops 	<p>Russell</p> <p>Russell</p>		
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- Ron Claassens to replace Russell as member on Central Committee
Russell will step down as Chair and member of Central OHS Committee at meeting on 16 July. Ron will be put forward as the replacement member at that meeting. Ron to attend next Central Committee meeting 25th September and report for ELS.

- Replacement committee member - (Is their enough members as staff have left)
Discussion over need to replace members who have left the committee. Decided that the committee has enough members for the remainder of the year but if any department wishes to nominate any new members that would be okay (however the requirement to attend the 4 day training session would need to be addressed). It was also noted that Academic staff nomination would be preferred given the current committee membership.

- Update on Microwave situation in Division
After the second major explosion of a microwave and there urgent OH&S removal from labs, a process has been put in place to reinstall case by case lab microwaves. Each request requires "Standard Work Procedures" (SWP's) to be submitted for every procedure performed in the specific lab. Once approved Ron will be asked to reinstate the lab microwave with a Green folder (safety procedures) and "No Lids" signage to be attached.

Some labs have had there microwaves reinstalled all ready as appropriate SWP's have been submitted. Some SWP's submitted with insufficient detail that will need to be improved before approved. Microwaves are only to be installed at 90 degrees to the front of the bench, facing the microwave in the least risky direction until further notice. Lab microwaves will be inspected regularly to check compliance to these conditions.

- APAF labs
APAF Lab Operations Manager is Keiran Wicks. Keiran noted that they have many good OH&S principles in place but have stated Chemical Risk Assessment protocols needed improving. Laboratory inspections and resultant risk register would be appreciated to help identify problems to bring APAF into line with MQ OH&S policies. The committee has agreed to inspect the labs with special attention given to potential hazards.

Russell

Kieran



Workgroup: **ELS OH&S COMMITTEE**

APAF will also report to the ELS committee as a sub committee. This will be added as a standing item on the agenda.
The committee looks forward to APAF involvement in the OH&S committee.

ITEM	ACTION	By Whom	DUE DATE	CLOSE DATE
8	<p>Dean be asked to table notation of new members to Hod meeting, to see if any Department wishes to put forward a nomination.</p> <p>Need to check with HR OH&S team if Kieran's prior training precludes the 4 day training requirement for membership on the ELS OH&S committee</p>	<p>Russell</p> <p>Russell</p>	<p>ASAP</p> <p>By next meeting</p>	

9	<p>Confirm the date and time of the next meeting.</p> <p>November 10-14th 10.00 am (to be confirmed)</p>	Chairperson		
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10	<p>Close the meeting.</p> <p>Meeting Closed 11.45 am</p>	Chairperson		
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