



Workgroup:

ELS OH&S COMMITTEE

DATE: 28 th May 2007	LOCATION E7A 108
PARTICIPANTS: Jenny Minard, Kieran Morgan, Rob Willows, Ugo Cernot, Peter Tuchin, Elsa Mardones, Ron Claasons, Rod Nurthen	APOLOGIES:
CHAIRPERSON: Russel Field	SECRETARY: Anthony Hale
START TIME 10.00am	FINISH TIME: 11.30am

ITEM NO.	AGENDA ITEM	REPORT
1	<i>Welcome to New Committee Members</i> Ron, Kieran & Peter	Russel Field
2	<i>Elect New Chairperson</i> RF nominated JM & seconded RC – carried Unanimously	Rod Nurthen
3	<i>Review and confirm the minutes from previous meeting.</i> Moved as an accurate record by RN and seconded by all	Russel Field
4	<i>Report on Action items from the last meeting.</i> All actions done or carried forward	Russel Field



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5	<p><i>Review Incident's since the last meeting.</i></p> <p>Null to report – one instance of a slip but was not officially (or correctly) reported.</p>	Ugo Cernot
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ITEM	ACTION	By Whom	DUE DATE	CLOSE DATE
5	Prompts for a revision of the University Policy regarding students on campus, alone after hours.	Ugo Cernot	ASAP	

6	<p><i>Review Workplace Safety Inspection.</i></p> <p>Discussion was brief but it was noted that the committees numbers had diminished and it was concluded that committee required an increase in numbers to maximise its capacity to inspect all research labs in a efficient and timely manner.</p> <p>Each subgroup to complete form 2a's checklist</p>	<p>All</p> <p>Ugo</p>
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ITEM	ACTION	By Whom	DUE DATE	CLOSE DATE
6	HOD CBMS and New Cabinets ASAP \$3400	Jenny Minard		



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7 7 cont.	<p><i>Sub-Committee Reports</i></p> <p>BioSafety 1 on 1 training before any new keys issued to PC2 labs. PC2 rooms need to have lab coats that do not leave the lab (Radiation labs should have specific coats also) each lab should obtain a different colour coat for use in lab only</p> <p>Chemical Null to report, chemical storage still a major concern</p> <p>Radiation Null to report on safety issues. Change in legislation regarding Isotope licences. Due to Yan resigning - Rob is to be certified as new Radiation guru</p> <p>Fieldwork Null to report</p> <p>Chiropractic Clinics & Skills Null report – Handover not complete</p>	<p>Elsa</p> <p>Jenny/Russell</p> <p>Rob</p> <p>Russell</p> <p>Peter</p>
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ITEM	ACTION	By Whom	DUE DATE	CLOSE DATE
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7	Choose lab coat colour for PC2 labs	Elsa		
	Choose lab coat colour for Radiation labs	Rob		

8	Training & Information Null			
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ITEM	ACTION	By Whom	DUE DATE	CLOSE DATE
8	List of Chemical Safety Course attendees to Jenny	Ugo	ASAP	
	Review of online Chemical Training	All committee	ASAP	

9	<p>New Business</p> <ul style="list-style-type: none"> ▪ Online incident report usage reminder to use <p>Brief discussion – all to encouraged to look at online form and use it from now on</p> <ul style="list-style-type: none"> ▪ Future Lab inspections <p>Discission to simply move down through the floors. Email to go to 2nd floor</p>			
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- Other

No other

ITEM	ACTION	By Whom	DUE DATE	CLOSE DATE
9	<p>Add link to online incident report to ELS web pages</p> <p>Email to go to 2nd floor labs of impending inspections</p>	<p>Russel</p> <p>Jenny / Russel</p>		

10	<p>Confirm the date and time of the next meeting.</p> <p>Next meeting 30th July 10am before next Central Uni Meeting 30th August</p>	Chairperson		
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11	<p>Close the meeting.</p> <p>Meeting Closed 11.30am</p>	Chairperson		
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