

MINUTES
of the meeting held on
Thursday 19 February 2015

Chair: A/Prof Norman Pearson

In Attendance: Norman Pearson, Jo Cuomo, Karl Lukezic, Imtiaz Bhayat, Anthony Gurlica, Muhammad Masood, Wendy Tao, Michael Batanin, Mark Tran, Marita Holley, Ken Beath, Alamgir Khan, Susan Law, Christine Cassidy, Nathan Daczko and Nanette Bertoldo

1. Welcome

Representing: Christine Cassidy (Chiro), Anthony Gurlica (CBMS/METS), Muhammad Masood (FSE Tech Team)

2. Apologies: - Jenny Minard, Louella Almeida, Rekha Joshi, Len Hamey, Lucinda Coates, Russell Field

3. Review previous minutes and matters arising:

There are no matters arising from previous minutes. Sue Law would like to thank everyone involved for their assistance over the last 5 years in settling the noise issue with the comms network cabinet in the Physics Lab E7B 214.

4. Department safety committee representative reports (if any):

Regarding reports, if they could please be submitted by date requested and not at last minute it would be appreciated.

Tech Team – Report attached (Attachment 1)

BIOLOGY – Report Attached (Attachment 2)

Engineering – Report attached (Attachment 3)

STATISTICS – Risk Assessment (Attachment 4)

EPS – Report attached (Attachment 5)

APAF – Report attached (Attachment 6)

Physics & Astronomy/Eng– Report attached (Attachment 7)

CBMS – Report attached (Attachment 8)

ENV & GEO – Report attached (Attachment 9)

CHIROPRACTIC – Report attached (Attachment 10)

5. Health and Safety Coordinator report

Faculty of Science and Engineering WHS Incident report (Attachment 11)

6. University WHS Structure: Clarification on the role of the department Committees within this structure

WH&S Committee meeting is now to be called WH&S Advisory Group at Faculty level only. Name change will not affect WH&S working groups within departments.

ACTION: NP to confirm with Michael Carley and clarify with committee.

7. Other Business

- Issue raised by Sue Law: There was no warning or consultation regarding the temporary closure of the main fire entrance at the eastern end of E7B. What action is to be taken during emergencies/evacuation plan? Suggested in this meeting that Rick Minter should contact Susan Law directly to discuss issues.

ACTION: JC to contact Nicolas Stegic appointed project officer for the building works to arrange a meeting to discuss current concerns with the works in E7B

- PEO posters with the new university logo to be up by June. SL said that it is a time-consuming process to rewrite new posters and MH suggested the Safety Unit provide electronic versions of the poster.

ACTION: Look into putting up electronic format of PEO posters

- 'General Laboratory Safety Guideline Booklet'
Let JC have any feedback regarding booklet by Closing date: 27 February 2015, if you need copy of booklet please contact JC.
- People who are proactive with safety – nominate them as Safety Ambassadors – This is done by contacting JC.
- Please remind everyone to use electronic reporting system when reporting incidents and to do this as soon as possible after the incident. This is for all WHS incidents.
- Direct students to the correct area to report incidents themselves – the online capability is there for them to use. If anyone is unsure what to do JC is happy to go through with them one on one or roll out in service on how to report a WHS incident.
- For incidents where an injury is sustained and a person wishes to claim for workers compensation the incidents must be reported before 48 hours of happening as WHS need to notify within 48 hours (WHS Legal requirement).

ACTION: JC to send Faculty-wide email to inform everyone about the points above regarding Safety Ambassadors and incident reporting.

- No HSR at Admin level:

ACTION: HSRs to confirm that Admin staff are included in the Department workgroup.

- Rapid Improvement Program: workplace inspections to be completed across the board in labs and offices.

ACTION: JC to draft email to be sent out.

- NP suggested that more inductions and training be completed. E.g. BOC gas handling training

ACTION: All HSRs to identify areas where better training would be beneficial and suggest possible training courses.

Meetings for 2015 will be held on:

30 April Thursday, 11:00-1:00, in E6A242

6 August Thursday, 11:00-1:00, in E6A242

29 October Thursday, 11:00-1:00, in E6A242

The meeting closed at 12.25

ACTION Table

Meeting Date	Action to	Item	Date completed	
19/2/2015	NP	Name change: 'Advisory Group' –JC to confirm with Michael Carley and clarify with committee		
19/2/2015	JC	Contact Nicolas Stegic appointed project officer for the building works to arrange a meeting to discuss current concerns with the works in E7B		
19/2/2015	JC	Look at putting up electronic PEO posters		
19/2/2015	JC	To send email Faculty wide to inform of how to nominate Safety Ambassadors and what to do in regards to incident reporting		
19/2/2015	HSRs	Confirm that admin staff fall under the Department Workgroup		
19/2/2015	JC	Rapid improvement program – to draft email by next week		
30/10/2014	JC	Follow up on progress of noisy comms network in Physics Lab Manager's office (E7B 214)	End of week 13/2/2015	JC was advised by KL that works will be completed hopefully at the end of the week of 27/2/2015
30/10/2014	JC	Check on safety of having only one access available as F7B balcony has two access doors and one is blocked by Nitrogen cylinder	Ongoing	JC has visited lab on 10/2/2014. Some of the area has been cleared, however, AG will place a service request to property to attach the monitor to the wall to clear the doorway. Further review to take place as limitation of space in the lab with all the equipment.
30/10/2014	NP	Follow up safety/signage re speeding bicycles and riding on Wally's walk	Ongoing	NP has contacted John Durbridge (Security) and Matt Stafford (WHS, Property)
29/4/2014	LH	Follow up with Property & Security regarding fire stairs on levels 2&3 of E6A confirm that doors are automatically realised on alarm – open during emergency only.		Ongoing
14/8/2014	JM	Investigate the storage of Risk Assessment folders		Ongoing

Attachment 1:

WHS Committee Meeting
Biology/CBMS/Chiropractic Teaching (BCCT) Technical Team Workgroup Report –
February 2015

1. One incident reported from November to February:

A student suffering minor cut to finger while handling glass pasteur pipette. Incident & first aid notification submitted.

2. Office inspections (self-assessment checklist) completed by technical staffs in building E7B & E8A.

3. All wardens and first-aid officers have completed training provided by WHS unit

4. Workgroup have reviewed the General Laboratory Safety Guidelines and feedback/comments forwarded to Jo Cuomo.

5. Ongoing monthly WHS lab inspections of teaching laboratories report:

a. Workstation and prep room area more organised.

b. Reduced number of risk identified.

Mark Tran
HSR BCCT Technical Team Workgroup

Attachment 2:



Minutes

Biological Sciences WHS Advisory Group

3rd February, 2015

Present: Liette Vandine, Marita Holley, Leanne Armand, Maria Castillo-Pando, Muhammed Masood, Peter Mahoney and Jo Cuomo.

Apologies: None

- 1. Matters arising from previous minutes (15th October 2014)**
Nil
- 2. Review Terms of Reference**
Members reviewed terms of reference and provided feedback.
Action: LV to update and circulate to committee members. HSR to send to FSE WHS coordinator.
- 3. Committee name change**
University WHS has asked that all WHS committees be called Advisory groups. The new name for the committee is now “Biological Sciences WHS Advisory Group”.
- 4. HSR Report**
MH: Two incidents were reported to the HSR. Both have been investigated.
MH: Generic risk assessment for Biology research labs will be circulated to Lab Supervisors to ensure that it is current for 2015.
MH: Lab inspections for 2015 are now open. Lab Supervisors will be notified.
- 5. Update on office inspections**
Office inspections will be completed by committee members this year commencing late February.
Action: MH to notify department via departmental matters and circulate office inspection checklist.
- 6. 2015 Safety Awareness activity**
Ideas and timing for Safety initiative for 2015 were discussed. Committee decided on one day event to be held on Wednesday 30th September, 11 am – 2 pm.
Action: LV to confirm with HOD that this is a suitable day.
- 7. Any other business**
Nil

Meeting closed at 12.15 pm.

Appendix 1: Biological Sciences WHS Advisory Group Terms of Reference

3rd February 2015

Biological Sciences Work Health & Safety Advisory Group

Terms of Reference

1. Role of Department Work Health & Safety

The role of the committee is to;

- Facilitate co-operation between the Head of Department and workers (staff & HDR students) in instigating, developing and carrying out measures to ensure the health and safety of workers.
- Promote compliance with relevant WHS laws and regulations
- Promote a positive WHS culture within the department
- To assist in finding solutions to local work health & safety issues
- Co-ordinate (and undertake) WHS inspection regimes within the department
- Maintain appropriate WHS records
- Any other functions agreed between the Head of Department and the committee.

2. Committee Members

The WHS committee will comprise 5-8 members. Members are able to represent more than one area and will include representation from the following areas;

- Post graduate
- Academic
- Glasshouse
- W19 precinct
- Research laboratories
- Undergraduate laboratories
- Administration
- Department Health & Safety representative (HSR)

3. Membership terms

Chair: The chair of the WHS committee will be a committee member for a period of 5 years. This period includes one year as a member prior to taking the chair, a 3 year term as chair and one year post chair.

Members: Those sitting on the WHS committee will make a minimum commitment of two years.

Membership changes from year to year should not exceed 50%. Members who wish to complete their term should notify the Chair in early December of each year.

The Department **HSR** will represent the Department of Biological Sciences on the Faculty of Science WHS committee.

4. Appointment of Members

When the need arises a call for WHS committee members will be made to the Department. If necessary the Head of Department will assist in finding representatives.

A call for a new Chair will be made 12 months before retirement of the outgoing chair.

5. Roles and Responsibilities of WHS committee Members

The **Chair** is responsible for;

- calling and controlling meetings
- Ensuring that all members have the opportunity to participate in meetings
- Ensuring that agendas and meeting minutes are accurate and completed in a timely fashion

The **Committee members** are responsible for and commit to;

- Attendance at regular meetings
- Report any issues associated with the area they are representing
- Make timely recommendations and provide timely feedback to ensure smooth operation and achievement of tasks
- Assist and support the HSR in their role

The **HSR** is responsible for;

- Representing the department on the Faculty WHS committee
- Being a spokesperson for the committee
- Relaying appropriate advice to management
- Updating the department on Health & Safety matters
- Performing duties as outlined in the WHS Act 2011

6. Reporting

- The committee will report to the Head of Department regularly

7. Meetings

- The committee will meet at least once every 3 months
- At any reasonable time at the request of at least half of the members of the committee or
- If an urgent safety matter occurs within the department.

8. Recommendation making process

- The HSR will provide recommendations to the HOD based on discussions conducted at meetings.
- Typically, a consensus is reached on what recommendations to put forward to the HOD.
- If a consensus cannot be reached then the chair will call for a vote.
- All committee members are entitled to vote on any matter for deliberation.

9. Current committee members

- Marita Holley (HSR)
- Liette Vandine (Chair)
- Muhammad Masood
- Maria Castillo-Pando
- Leanne Armand
- Peter Mahoney

Attachment 3:

WHS report – Department of Engineering
Wendy Tao

16 Feb 2015

1. Incident happened on 6th Feb 2015:
An engineering student cut his thumb when using Stanley knife to clean/clear 3D printed parts in the lab. He was taken to the clinic in Macquarie Hospital and his finger had to have 6 stitches.
2. Following the incident:
 - Incident report lodged online.
 - Meeting was held to investigate the cause and review the procedure.
 - Email was circulated within the department as well as external project groups to remind all staffs and students to use sharp objects safely.
 - All 3D printer users will be trained in safety respects again. Vice has to be used when tidying parts using sharp objects.

Attachment 4:

**Department of Statistics
Macquarie University
WHS Report – February 2015**

1. There was a Lost Time Injury where a staff member tripped on the pathway near E6A when returning from a lecture, suffering bruising but with no long term consequences.
2. No workplace inspections were performed.

Attachment 5:

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MACQUARIE
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Department of Earth and Planetary Sciences

WHS Report

16 February, 2015

1. No incidents reported for the period November 2014 – January 2015.
2. Workplace inspection report submitted to HR November 2014. Follow-up laboratory inspections are to be undertaken in March 2015.
3. GAU staff have completed the disposal of all old and unused chemicals from the chemical store in E5B.
4. Safety induction for new BPhil/MRes students scheduled for first week of Semester 1 classes.

Associate Professor Norman Pearson

Attachment 6:

WHS report from APAF – 16th February 2015

Alamgir Khan

1. Electrical testing and tagging, and RCD testing have been completed. Only one minor item found faulty (small tommy spin). The rest is good.
2. An additional chemical storage cabinet (Flammable) has been installed on a balcony (F7B 411). This has provided us more capacity.
3. Access to balcony (F7B 407) from F7B 402 was blocking with an Xcise (robotic spot cutter and liquid handler). We have made some progress on this since the last meeting. It was possible to open the door after moving the Xcise. However, Jo has inspected the balcony on the 10th Feb and suggested to clear the area even further. AK has placed a service request to Property to install computer monitor on the wall and remove the adjoining computer desk. This will clear out the area better.
4. Risk Assessment: 1. A draft generic risk assessment (laboratories) has completed and currently been reviewed internally. Once finalized a copy will be given to Jo. 2. Plant risk assessment is well underway. Approximately 50% has been completed. Anticipating completing by 31st March 2015.

Attachment 7:

Health & Safety Report for Dept Physics & Engineering
Susan Law, 16 Feb 2015

Electrical testing complete for all but 3 locations. These will be tested in the next few weeks.

Attachment 8:

Minutes CBMS WH&S Committee 6th Feb, 2015

Present: Marita Holley, Anthony Gurlica, Jenny Minard, Christopher Mc Rae, Andrew Piggott, Anwar Sunna, Alamgir Khan.

Apologies: Liisa Kautto

Absent: Jo Cuomo

Meeting start: 9:05 am

1. **Table minutes from previous meeting.**
 - There is an objection of the books to be removed from the meeting room in F7B 325. The old projector equipment will be removed as no longer required.
 - The Safety committee initiative of a fume cupboard booking system was poorly accepted by CBMS. Rather it was agreed that more communication is needed about the availability and sharing of fume cupboards to meet the needs of the researchers. Ensure that the fume cupboard issue in F7B is brought to the attention of management much higher up. The expense/feasibility to install more fume cupboard in F7B is not something that can be resolved at the department level. **It was noted that it is still an on going issue that requires close management where researchers have to be flexible to accommodate all.**
2. **Change name of WHS Committee to “Advisory Group”**
 - The committee opposes to the name change as the *committee* was formed to fulfil the role as defined by the WHS Act 2012 (Division 4; 75-79). The "advisory group" does not fulfil that role, thus changing its name may violate the University's responsibilities under the Act.
 - There was concern that changing the name to advisory group will remove its importance and role inside the WHS framework. It was agreed to seek clarification from Michael Carley regarding the role of the committee and where it fits into the university WHS structure.
3. **Check that Terms of reference are current (see attached Faculty Terms of Reference)**
 - The new terms of reference issued by Health and Safety were reviewed and there is a recommendation that they be changed to suit the role of the committee.
 - It seems that the new terms of reference do not encapsulate the true function of the committee.
 - Much of the document seems to be aimed at higher-level managers rather than the workers this committee/ “Advisory group” represents.
4. **Need to send minutes of meeting directly to Michael Carley (Health & Safety Manager)**
 - It was agreed that this would be done, but also that the minutes need to be forwarded to the HOD so that the information is communicated effectively.
5. **Health & Safety Representatives election (Chemistry, Biomolecular Sciences and Administrative)**
 - The nominations have been taken, and are awaiting the results of the nominations to be announced by Michael Carley. It was agreed to ask Michael Carley about the status of the nominations so that the election can be held for a HSR representative for CBMS.

6. Discuss the suitability of the current Hazardous Chemical Risk Assessment Form as supplied by the University (inherent fault (under section A, see attachment))

- It was agreed that the wording associated with that part of the risk assessment was a bit confusing and was not clear.
- Jenny Minard has offered to fix the wording on the given part of the risk assessment and re-issue a new version.
- It was also discussed that there may be an old version available. Chris McRae agreed to make the all links from chemistry and the faculty of science and engineering to be directed to the correct version on the Health and Safety website.

7. Address PhD student letter (see next page)

- The PhD student letter was discussed and the concerns associated with ergonomics and furniture.
- The committee agreed that the points were valid but Macquarie University has the available resources to address these points.
- It is highlighted that workers are poorly informed about this. On site we have ergonomics officers
- Anwar Sunna has agreed to reply to the email to supply information to the student about the resources available to all workers at the university.

8. Any other business

- It was brought to our attention that in some offices in CBMS people are cooking and eating. It was agreed than an email sent out to highlight that there is kitchen facilities available for staff.
- It was discussed that the committee should include a Post Graduate (PhD) representative and undergraduate laboratories representative. It was decided to wait for the results of CBMS HSR election to make a final decision.

9. Action Items

- Ensure that the fume cupboard issue in F7B is brought to the attention of management much higher up. The expense/feasibility to install more fume cupboard in F7B is not something that can be resolved at the department level. CBMS HSR to highlight this at the Faculty meeting WHS meeting.
- **Jenny Minard**- Seek clarification from Michael Carley regarding the role of the committee and where it fits into the university WHS structure.
- **Anthony Gurlica**- Enquire about the nominations with Michael Carley so that the election can be held for a HSR representative for CBMS.
- **Jenny Minard**- Fix risk assessment form and re-issue a new version
- **Chris McRae**- Ensure that all links on CBMS site and FES site are linked to the main document on the health and safety site.
- **Anwar Sunna**- Reply to email by PhD student and rely the information about the ergonomics services available at Macquarie University
- **Anthony Gurlica**- to send email out to CBMS about cooking and eating in student offices.

10. Meeting closed at 10:07 am.

Attachment 9:

Dept Environmental Sciences WHS Report – Feb 15 – R.Field

- 1) No incidents to report.
- 2) Major amount of chemicals disposed of.
- 3) Building warden E5a attended Mass Casualty Incident training.
- 4) Staff advised to check and update first aid qualifications if required.
- 5) Post grads enrolling for first aid courses thru Human resources with signed forms

Russell Field
Ext 8341

Attachment 10:

Department of Chiropractic Report to the FSE WHS Mtg. 19 Feb 2015

- We have no accidents or incidents to report.
- We are acting on the findings of the inspections of the Clinics carried out last year.
- The Area Floor Warden, a Chiropractic Academic, presented at the last Dept Mtg. procedures on how to Respond/React to a person/s wishing to cause one harm.
- These procedures have been incorporated into the WHS Induction materials that we have developed for Sessional Academics (~74) and Students (~650). All students and sessional academics will be inducted prior to commencing work/study in the Chiropractic Labs in Week 1 of semester. We have also revised the process of recording WHS Induction completion.
- The absence of a Lab Officer continues to be a challenge. The department lost this position in 2014 and the running, maintenance and WHS issues to do with the Chiro Labs have been adversely effected.

Louella Almeida
18 Feb 2014

Attachment 11:

Faculty of Science WHS Incident report

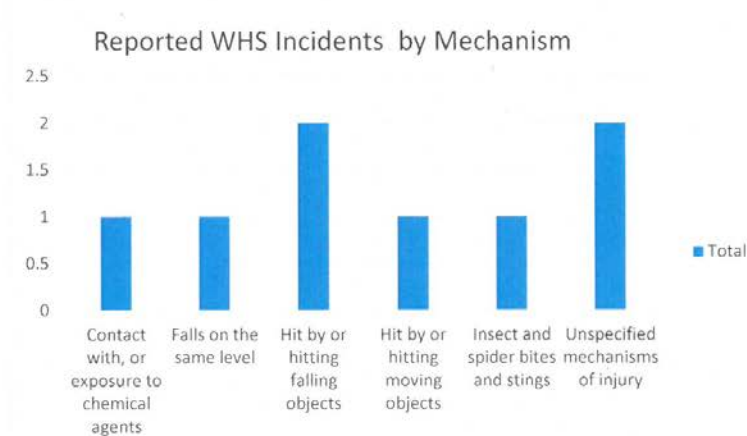


From the 1st of January 2015 until the 18th of February there have been a total of 8 reported incidents to the Faculty of Science at Macquarie University.

The tables below outline these incidents as to the type of incident, what body part was affected, the type of injury that was sustained, the location, occupation and department where the incident occurred.

There are no new workers compensation claims.

Count of Cause of Injury	
Cause of Injury	Total
Contact with, or exposure to chemical agents	1
Falls on the same level	1
Hit by or hitting falling objects	2
Hit by or hitting moving objects	1
Insect and spider bites and stings	1
Unspecified mechanisms of injury	2
Grand Total	8



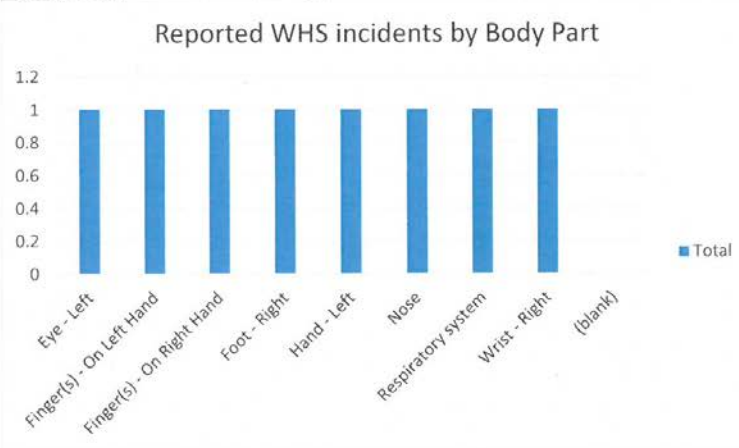
Body Parts	Total
Eye - Left	1
Finger(s) - On Left Hand	1
Finger(s) - On Right Hand	1
Hand	1
Foot - Right	1
Hand - Left	1
Nose	1
Respiratory system	1

WHS Incidents reported FoS 01 Jan – 18 th Feb 2015

Faculty of Science WHS Incident report



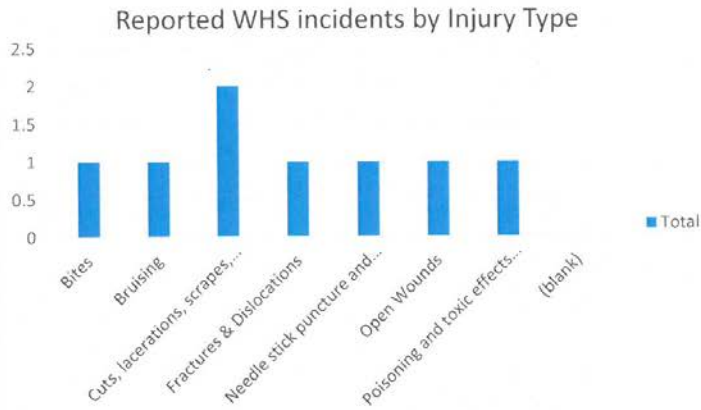
Wrist - Right (blank)	1
Grand Total	8



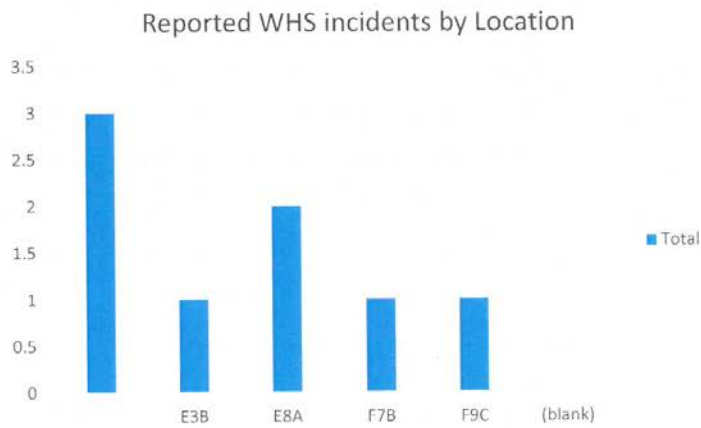
Type of Injury	Total
Bites	1
Bruising	1
Cuts, lacerations, scrapes, punctures	2
Fractures & Dislocations	1
Needle stick puncture and medical sharps injury	1
Open Wounds	1
Poisoning and toxic effects of substances	1
(blank)	0

WHS Incidents reported FoS 01 Jan – 18 th Feb 2015

Faculty of Science WHS Incident report



Injury Location	Total
Not Specified	3
E3B	1
E8A	2
F7B	1
F9C	1
(blank)	0
Grand Total	8



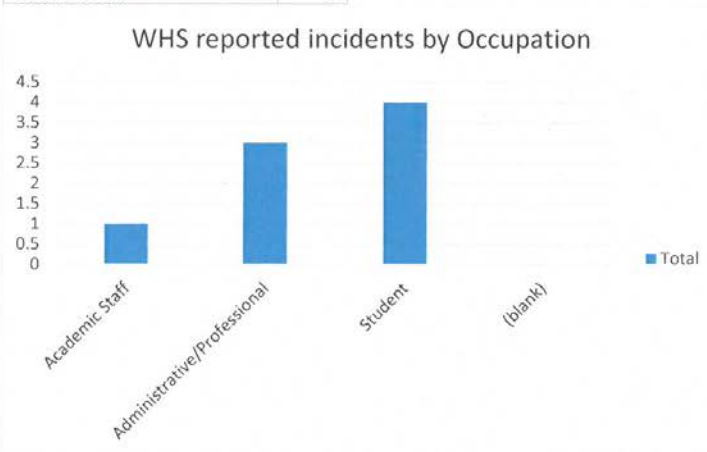
Count of Relationship to MQ	
Relationship to MQ	Total

WHS Incidents reported FoS 01 Jan – 18 th Feb 2015

Faculty of Science WHS Incident report



Academic Staff	1
Administrative/Professional	3
Student	4
(blank)	
Grand Total	8



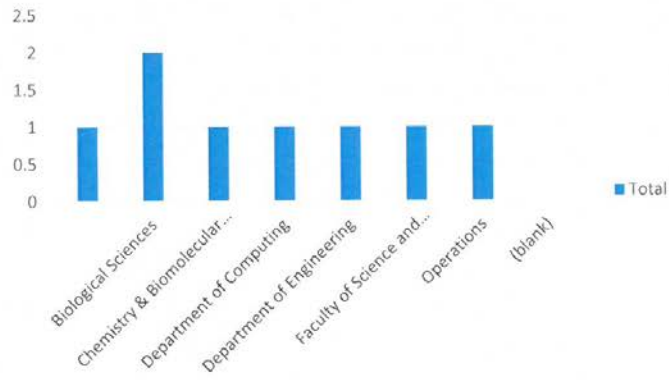
Department	Total
Not specified	1
Biological Sciences	2
Chemistry & Biomolecular Sciences	1
Department of Computing	1
Department of Engineering	1
Faculty of Science and Engineering	1
Operations	1
(blank)	
Grand Total	8

WHS Incidents reported FoS 01 Jan – 18 th Feb 2015

Faculty of Science WHS Incident report



Reported WHS incidents by Department



WHS Incidents reported FoS 01 Jan – 18 th Feb 2015