

**MINUTES**  
**of the meeting held on**  
**Thursday 30 April 2015**

**Convenor:** A/Prof Norman Pearson

**In Attendance:** Norman Pearson, Jo Cuomo, Karl Lukezic, Wendy Tao, Mark Tran, Marita Holley, Ken Beath, Len Hamey, Alamgir Khan, Susan Law, Louella Almeida, Nathan Daczko, Russell Field, Monika King, Andrew Piggott, Prof. Barbara Messerle (Executive Dean) and Nanette Bertoldo

**1. Welcome**

Representing: Monika King (FSE Tech Team), Jenny Minard has handed over to Andrew Piggott (new Safety Rep for Chemistry),

*Convenor and Committee would like to thank Jenny Minard for her contribution to both WH&S Committee and to the Faculty as well as her continued support to safety and control as the Safety Officer in the Safety Unit.*

**2. Apologies:** - Rekha Joshi, Lucinda Coates, Imtiaz Bhayat, Michael Batanin, Michael Carley

**3. Review previous minutes and matters arising:**

There are no matters arising from previous minutes.

**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.

- Computing** – Report attached (Attachment 1)
- Biology** – Report Attached (Attachment 2)
- Engineering** – Report attached (Attachment 3)
- APAF** – Report attached (Attachment 4)
- Tech Team** – Report attached (Attachment 5)
- EPS** – Report attached (Attachment 6)
- Physics & Astronomy**– Report attached (Attachment 7)
- Statistics** – Report attached (Attachment 8)
- Chiropractic** – Report attached (Attachment 9)
- CBMS** – Report attached (Attachment 10)
- Environmental Sciences** – Report attached (Attachment 11)

**5. Health and Safety Coordinator report**

Faculty of Science and Engineering WHS Incident report (Attachment 12)

**6. Other Business**

- a) Installation of VOIP phones as safety phones in laboratories  
SL – VOIP phones are unreliable, I specified to have analogue phones in labs and now have VOIP phones.

**ACTION: JC to follow up – has a risk assessment been undertaken in the event of VOIP outage? Raise service request to investigate the installation of whip phones in all buildings currently without them.**

- b) Procedures for applications & appointments for different departments regarding access to Physics labs. Before access/key is given to anyone they must have completed safety induction.

**ACTION: KL to follow up with Ron on who is given access.**

- c) Records of WHS Induction and Training
- List of topics where training is required e.g.: how to conduct lab inspections, ergonomics, chemical training, filling in risk assessment forms, manual handling, safety procedures
  - How to keep records on training
  - Source training from outside MU

**ACTION: JC to provide schedule of ‘in-house’ training courses: identify courses where external training and/or accreditation is required.**

- d) What are the proposed changes to the emergency systems in E7B during the E7A refurbishment, as these buildings are believed to have connected systems.

**ACTION: KL to follow up with Property**

Training completed:

Norman Pearson	4 days in 2011
Jo Cuomo	doesn't need to do training
Alamgir Khan	4 days
Wendy Tao	4 days in 2014
Susan Law	4 days
Len Hamey	No
Russell Field	5 days
Nathan Daczko	5 days
Rekha Joshi	?
Andrew Piggott	No
Mark Tran	5 days 2013
Marita Holley	5 days
Karl Lukezic	No
Ken Beath	No
Louella Almeida	No
Curtis Rigby	5 days + 1 day refresher

Meetings for 2015 will be held on:

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

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

The meeting closed at 12.50

## ACTION Table

Meeting Date	Action to	Item	Date completed	
30/4/2015	NP	Confirm if Jenny Minard is to continue on WH&S Committee to represent METS		
30/4/2015	JC	Follow up <b>has a risk assessment been undertaken in the event of VOIP outage? Raise service request to investigate the installation of whip phones in all buildings currently without them.</b>		
30/4/2015	KL	To follow up with Ron on who is given access to Physics labs.		
30/4/2015	<b>JC</b>	<b>To provide schedule of 'in-house' training courses:. identify courses where external training and/or accreditation is required</b>		
30/4/2015	<b>KL</b>	<b>To follow up with Property regarding the proposed changes to the emergency systems in E7B during the E7A refurbishment, as these buildings are believed to have connected systems.</b>		
19/2/2015	NP	Name change: 'Advisory Group' –JC to confirm with Michael Carley and clarify with committee	This Committee to now be called <b>Advisory Group</b> 30/4/2015	Michael Carley invited to attend FSE WHS Meeting on 30/4/15
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		JC has contacted NS and had discussions with him about the works in E7B.
19/2/2015	JC	Look at putting up electronic PEO posters		Currently in re branding phase as the posters are updated they will be replaced and circulated.
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		On hold for the moment and to be rolled out closer to the safety week in Sept.
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		Only for some members of science. This process has commenced and persons needing to be involved will be directly contacted by the Rapid Improvement Program team.
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 13/2/2015
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)

**Attachment 1:**

**Department of Computing**

1. Inspections planned for end of April.
2. Observations from an evacuation in March are being acted on.
  - a. A staff member from another Faculty failed to evacuate their class.
  - b. Students tend not to leave unsupervised computer lab sessions.
  - c. Some staff gathered close to the building instead of moving to assembly area at warden's direction.
3. ECO meeting report attached.

Len Hamey



**Quarterly ECO meeting**

**18 March 2015**

**FIXED AGENDA**

**Attendees:** Phil Ingram, Len Hamey, Stephen Smith, Peter Busch, Melina Chan, Sylvian Chow, Diego Molla Aliod

C.C:

**Meeting Objective:** To confirm the ongoing effectiveness and sustainability of the local building ECO group. To ensure the ECO is capable of performing their function through adequate staffing, training and resources.

**Minutes**

<b>Agenda item 1:</b>	<b>ECO membership. Consider numbers required to cover all hours of operation, absences</b>	<b>Person responsible</b>	<b>Deadline</b>
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Lee Coady is on parental leave until end of April.

Action items:  
Sylvian and Melina will cover for Lee Coady and Darius Taslim if they are not here. Peter will cover the area of the male toilet

<b>Agenda item 2:</b>	<b>Recent incidents/ near misses in this building, on campus or like facilities elsewhere. Lessons learnt?</b>	<b>Person responsible</b>	<b>Deadline</b>
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Action items:

<b>Agenda item 3:</b>	<b>Staff training. Are all staff trained to perform the function required, do they need further education. Do you have new members?</b>	<b>Person responsible</b>	<b>Deadline</b>
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Phil Ingram will attend the Building Warden training.

Action items:

<b>Agenda item 4:</b>	<b>Skills maintenance exercises. What has been completed recently, and what would the ECO group benefit from in the future?</b>	<b>Person responsible</b>	<b>Deadline</b>
	<p>We recap on what would be the arrangement to acknowledge with other floor wardens and report to the First-Aid officer who would be next to the Building warden when the zone is cleared during the evacuation.</p> <p>We identified the 2 safe rooms in case of a lock-down situation – E6A364 and E6A341.</p> <p>To organise master keys for all wardens, master keys can open all offices in E6A level 3.</p>		
	<p><b>Action items:</b></p> <p>To update the floor plan with Phil’s mobile number</p> <p>To change the locks of E6A364 and E6A341 to push button lock and to be locked from inside the room.</p> <p>To frost the glass panels of these two rooms so that no one can see from outside the room</p> <p>To arrange master keys for all wardens</p> <p>To check there are signs in E6A level 1 labs to advise staff and students to evacuate when the alarm go off.</p>	<p>Sylvian Chow</p> <p>Melina Chan (to submit service request)</p> <p>Melina Chan (to submit service request)</p> <p>Sylvian Chow</p> <p>Melina Chan</p>	
<b>Agenda item 5:</b>	<b>Check the assembly area outside E6A</b>		
	<p>Went to look at the 3 assembly points of E6A.</p> <ol style="list-style-type: none"> <li>1. The assembly point A near F3A carpark. Narrow passage through the demountables before reaching the assembly point. Could be a problem if many people are evacuating at the same time.</li> <li>2. There is a trip hazard in the evacuation route to Assembly point A which needs Property’s attention to fix it as soon as possible. Photo attached.</li> <li>3. The assembly point A is close to a transformer and also a newly constructed gas cylinder storage. Suggested to move to near the stairs at F5A carpark.</li> <li>4. Assembly point B – between E4A and E4B. In the last evacuation, pedestrians were walking on the pedestrian path on Eastern Drive. Is Security blocking the people and traffic?</li> <li>5. Assembly point C – garden area outside E7A.</li> </ol> <p>A reminder that we need to guard the entrance to block people entering the building during the evacuation.</p>		
	<p><b>Action items:</b></p> <ul style="list-style-type: none"> <li>• To inform Rick of the problems of Assembly point A.</li> <li>• Need to clarify whether Security will guard the Eastern Drive and not allowing pedestrians/traffic during evacuation</li> </ul>	<p>Melina Chan</p> <p>Rick Minter</p>	



**Minutes**  
**Biology Advisory Group**  
**14<sup>th</sup> April, 2015**

**Present:** Liette Vandine, Marita Holley, Leanne Armand, Laura McMillan, Muhammed Masood, and Jo Cuomo.

**Apologies:** Maria Castillo-Pando, Peter Mahoney

**1. Matters arising from previous minutes (3<sup>rd</sup> February 2015)**

- Terms of Reference were updated and circulated to the members. This was also forwarded on to the Faculty by the HSR
- Office inspections were notified to the Department via email. A checklist also accompanied this notice.
- September 30<sup>th</sup> is a suitable day to hold the 2015 safety initiative

**2. HSR Report**

Office inspections for all E8 offices are complete. Fauna park offices are expected to be completed by July 2015.

**3. Office Inspections**

Inspections in E8 buildings are complete. Results from these inspections will be emailed to staff.

**4. Update on 2015 Safety Initiative**

Ideas were refined and tasks were assigned.

**5. Any other business**

Concern for slippery surface at the glasshouse was raised.

Action: MM to discuss matter with the Glasshouse Committee prior to any final decision.

Recommendation: Signage to be installed.

*“It is mandatory for all people working in the glasshouse to wear enclosed anti-slip footwear at all times”.*

**Meeting closed at 11.45 pm.**



### **Attachment 3:**

## **WHS report – Department of Engineering**

Wendy Tao

30/4/2015

1. No incident reported
2. A Particle Image Velocimetry unit consists Class 4 laser is being commissioned. All operators have been online inducted for laser safety and due to have eye tests. Laser interlock system is being installed in the lab. Risk assessment and Safe Operating Procedures are underway.

### **Attachment 4:**

## **WHS report from APAF – 27<sup>th</sup> April 2015**

**Alamgir Khan**

1. Access to balcony door issue (balcony in between F7B 402 and F7B 408; access was blocked from 402): Initially Xcise (robotic spot cutter and liquid handler) was moved inside the room to make some thoroughfare. Later, installed computer monitor on the wall and removed the adjoining computer desk. This has opened up lots more space. With the current crowd in the laboratory, this is the best we could do to open space for accessing balcony from two rooms. It should be also noted that room 402 has 3 other access/exit points. The matter is now closed.
2. Risk Assessment: Both generic and plant risk assessments (~90 RAs) are completed.
3. Started to work on SWPS; anticipating completing by the end of June.
4. Mid-year inspection is due in July.

## Attachment 5:

# Biology/CBMS/Chiropractic Teaching (BCCT) Technical Team Workgroup WHS Report – April 2015

### 1. Incidents and accidents reported from February – April:

#### a) Three student incidents reported:

- I. Student suffering minor cut to finger while removing a broken glass lid from a bottle. The lid was broken by another student earlier who didn't report it to the demonstrator or staff. First aid was administered.
- II. Student suffering cut to finger while releasing a sting ray back into the water:  
Student was participating in seine netting as part of MAR202 practicals at Kurnell. Upon hauling the net back on shore, a sting ray was encountered. Student was wearing booties and hard gloves for protection against portulaca and blue ringed octopuses. Student tried to release the sting ray back into the water. The ray thrashed a little bit and the barb pierced the glove and nicked the student's little finger. First aid was administered.
- III. Student fainted and cutting his chin on the handle of a trolley as he collapsed to the floor:  
Student fainted striking his chin on the handle of a trolley on the way down to the floor (cutting his chin). He recovered consciousness within a minute, first aid was administered. Student taken to campus medical clinic for medical check-up.

#### b) Five staff incidents reported:

- I. Staff suffering an eye infection from debris:  
Staff suffered an eye infection from foreign object while walking in the E8A hallway. Antibiotics required to treat infection.
- II. While cleaning after practical in F5A greenhouse, a sharp stick torn through staff's glove and went underneath finger nail. No medical treatment required.
- III. Staff suffering cut to finger while removing/disposing scalpel blade. First aid was administered.
- IV. Staff suffering cut to knuckle while removing test tube rack from incubator. First aid was administered.
- V. Staff slipped in E10 carpark and suffering fractured L1 vertebra:  
Staff walking through carpark, slipped & fell on the wet & slippery surface, suffered severe pain in lower back. MQ Emergency was called. Ambulance transported staff to hospital where scans revealed fractured L1 vertebra. Staff recovering with time off work approximately 8 weeks.

2. Physical office inspections conducted in building E7B & E8A. Two offices yet to be done (staff on leave). Report to be submitted when remaining office inspections are completed.

Mark Tran  
HSR BCCT Technical Team Workgroup

## Attachment 6:

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## Department of Earth and Planetary Sciences

### WHS Report

27 April, 2015

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1. No incidents reported for the period 16 February 2015 – 27 April 2015.
2. An EPS WHS Committee (Advisory) Group is to be established.
3. I have contacted Rick Minter (Safety Unit) regarding ECO procedures in the Australian Hearing Hub and the retraining of Emergency Wardens for EPS (and other affected departments) after their relocation from E7A. Rick Minter advised that he will arrange with Rick Filmer (AHH Building Concierge) to ensure wardens receive appropriate training.
4. Electrical tagging and testing in Building E5B was not undertaken in the normal annual testing period in January/February. I am waiting for a reply from Property as to when this will take place.
5. A number of old X-ray tubes were found during the removal of old equipment stored in E7A. These tubes have Be windows and cannot be disposed as safe e-waste; they have been temporarily relocated pending disposal according to appropriate procedures.
6. A safety induction for new HDR students will be given in May as part of the CCFS/GEMOC HDR Postgraduate Research Training.

Associate Professor Norman Pearson

**Attachment 7:**

**Safety report: Dept Physics & Astronomy**

**Susan Law**

**27 Apr 2015**

1 incident: An astronomer was hit on the lip and required stitches when installing a new telescope mount at the observatory. The astronomer involved forgot to lock a counter-weight in place before loosening the collar holding the telescope. The cause was put down to human error compounded by exhaustion (the astronomer had been observing the night before). The installation of new mounts is a rare event.

**Attachment 8:**

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

1. No incidents occurred.
2. A workplace inspection was performed and no risks identified.

Ken Beath

## Attachment 9:



### Department of Chiropractic Report to the FSE WHS Mtg. 30 April 2015

We had two WHS incidents:

- A sessional academic staff found a Chiropractic student of hers on the campus looking unwell. She brought him to the department where he was attended to by the First Aider. He rested and once he felt better he was picked up by a relative and taken home.
- A staff member slipped and fell outside the MUSE building on 22/4 during the recent wet weather. She injured her finger and leg. She reported it to the HoD who administered first aid. The HR WHS officer advised the staff to monitor her injury and visit the doctor if required, she also checked the location of the fall for any defects – there were none.
- During the recent bad weather we had leaks and the ceiling collapse in two Chiro labs. On Tuesday 21st April 2015, in E5A 330 there were 5 significant dripping leaks onto some chiropractic tables and the surrounding area which is carpeted and has electrical outlet for the tables. The academic in charge of the class moved the tables aside and placed bins under the leaks. The carpet was already significantly wet before the bins were put in place. There was also significant leaking in the space adjacent to the changes rooms in the south west corner of the lab with very wet carpet. There was also a leak in E5A340 just inside the connecting door on the corridor side of the rooms. A laundry hamper was put under that leak. A facilities work order has been submitted, while classes continue in there.
- The above leakage soaked insulation bats and softened gyprock roof sheets leading to the collapse of a small section of the ceiling of lab E5A330 a day later on 22/4. Fortunately the dept. Area Warden was there when it happened. No one was injured and no equipment was damaged. This area of the room has been walled off and will not be used. The opposite end of the room is still safe to be used. The buildings manager has inspected the area and requested the repair of this section.
- The carpet tiles in the labs continue to come lose, posing a great risk to students and staff practising in there. This problem was looked into by Property earlier this year and the lose tiles fixed. A more permanent solution needs to be found.
- Storm damage resulted in a leak in the back room (kitchen area) of the Summer Hill Chiro clinic in the panel next to the aircon vent. There is no clear dripping but the tile is wet and changing colour. We have submitted this to Property to investigate.
- On Tuesday night 21/4 a leak was seen in the x-ray room at the EMC Chiro clinic. Property was asked to check on Wednesday and no obvious cause was found.
- The Clinic Coordinator is following up the testing and tagging of EPT equipment, housed in the clinics. (Classified as medical equipment which requires specialist checking and tagging.)
- We are acting on the findings of the inspections of the Clinics carried out last year.
- A WHS Induction of the Chiro Labs in E5A was done for all students and sessional staff. The pending students and staff are being followed up. This Induction will be done once every two years.
- A specialist bacto clean of the beds in the E5A labs was done prior to the recommencement of S1.

Louella Almeida, 24 April 2015

## Attachment 10:

### Minutes

#### Chemistry and Biomolecular Sciences (CBMS) WHS Committee

Wednesday 15<sup>th</sup> April, 2015 in F7B322 (10:00 – 11:00 am)

1. Meeting start: 10:05am
2. Present: Marita Holley, Anthony Gurlica, Jenny Minard, Christopher Mc Rae, Andrew Piggott, Anwar Sunna, Alamgir Khan, Liisa Kautto, Jo Cuomo, Catherine Wong and Ryan Kenny
3. Apologies: Mark Tran
4. Action: Table minutes from previous meeting.
  - The content of email to be sent out regarding cooking in offices was discussed. The format and content was agreed on.
  - An update to WHS nominations was given. A new round of nominations was taken. CBMS are waiting on the result of the nominations.
  - The Change of name to advisory group was discussed. Jo reported that The term “advisory group” and associated terms of reference is an agreement that the university has with workcover. CBMS Safety committee require documentation to table this requirement for the name to be changed to “advisory group”. This request is so that this can be completed in accordance with WHS legislation.
  - Chris McRae has checked all the links on the CBMS web page and has reported no old links are on the home page that link to old safety documents. Chris also commented that some hardcoded links that are linked to old forms are still active on WHS website.
  - Jenny Minard gave an update about the risk assessment form and will issue a new one on the H & S website with the new Macquarie Logo.
  - Anwar has emailed PhD student and relayed the information about the ergonomics services available at Macquarie University and to contact either Jo Cuomo or Vanessa Poole
5. Welcome new committee members:
  - Catherine Wong and Ryan Kenny were welcomed to the committee. Catherine is the representative for Administration and Ryan is the representative for students.
6. WHS information sessions
  - There will be monthly information sessions that will last 15-20 minutes providing extended information on topics such as: risk assessments, interpreting and writing SDS's, labelling etc.
7. WHS inspections – overview an schedule for future inspections
  - Jo Cuomo has indicated that there has been a request for more frequent inspections.
  - The safety committee has asked Michael Carley to clarify if there was a change to the original policy and guidelines, that states two official inspections of the laboratories is required per a year.
  - The committee agreed that there must be more involvement of the lab supervisors in the inspection of the labs so they understand the requirements.

8. Chemical Risk Assessment form: GHS safety classes versus DG classes
  - It was discussed that the chemical risk assessment form is based around DG classes rather than GHS classification.
  - It was highlighted that a change to the overall format could make the form more applicable to its intended use.
9. Health & Safety Representatives election (Chemistry, Biomolecular Sciences and Administrative).
  - Nominations have been called again and Department is waiting for results to be announced.
10. Any other business
  - None
11. Action Items:
  - **Anthony Gurlica**- to send out email to CBMS about cooking and eating in student offices
  - **Jo Cuomo**- Follow up on HSR nominations with Michael Carley.
  - **Jo Cuomo**- Request Michael Carley to provide documentation from work cover about name change
  - **Jenny Minard**- Follow up to get old hardcoded links removed from WHS web site.
  - **Anthony Gurlica**- Investigate calendar with Michelle Kang and see when the majority of CBMS is free is available so that information sessions can be scheduled at an appropriate time
  - **Jo Cuomo**- Ask Michael Carley about the current inspection policy and to communicate any changes to the policy
  - **Jenny Minard**- propose a new layout to Risk assessment form in consultation with Chris McRae
  - **Jo Cuomo**- Ask Michael Carley to communicate the results of the HSR nominations

## Attachment 11:

### DEPARTMENT OF ENVIRONMENTAL SCIENCES

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## Dept Environmental Sciences WHS Report – March 10 – R.Field

- 1) No incidents to report.
- 2) Building Warden E5A attended refresher ECO training.
- 3) Fieldwork forms procedures running OK though some news on implementation of the new system “Field Friendly” would be appreciated.
- 4) EMC Lab no 3 has now been taken over by EPS. No longer Enviro Sciences responsibility with regard to Lab inspections.
- 5) New Dept technical officer to be employed soon and housed in EMC, will need to liaise with EMC building warden re area warden requirement for ground floor if required.

Russell Field  
Ext 8341