**Minutes**

Biology Advisory Group

13th October, 2015

**Present:** Marita Holley (MH), Leanne Armand, Muhammed Masood, Maria Vozzo, Mariella Herberstein (MEH), Ajay Narendra, Sharyon O’Donnell, Prasanth Subramani

**Apologies:** Nil

1. **Matters arising from previous minutes (14th July 2015)**

MH – Raised at Faculty WHS meeting (6.8.15) that all relevant parties are informed of any changes to WHS procedures, forms and processes so that they can be implemented as soon as possible by the department WHS advisory group. No feedback has been received.

1. **Reflect on Biology Spring Safety Fair** 
   1. One day seemed to be a winning formula, ~70 people participated in event
   2. Events catering was very good and many people commented on the quality of the catering
   3. Biology courtyard worked well as a venue
   4. Massages were still a favourite
2. **Wearing of Lab coats and safety goggles in all Biology labs**

Committee doesn’t feel that it is necessary in most of the Biology labs and would be better off remaining as is where appropriate PPE is worn when conducting specific activities.

1. **Lab & Office inspection update**

Fauna Park offices will be inspected 15th October 8am. All committee members invited to the inspection.

E8A Basement labs will be inspected 22nd October 12pm -2pm. Committee members invited to the inspections.

Good opportunity for committee to gain hands on experience in conducting a WHS inspection

Action: MH to notify basement lab supervisors

1. **Plans for next year**

MH suggested rest the “positive” safety initiative in 2016 and concentrate on HSR training, WHS inspections and writing of WHS reports. Decision to be made early next year.

1. **Meeting times for 2016.**

Current meeting time Tuesday 11am is suitable.

**Action:** MH will send invites as soon as Faculty WHS committee meeting times have been set for 2016.

1. **Any other business**

MEH raised closed system of lab inductions and training. Are we missing people? (Students, volunteers and visitors)

MH: Specific lab inductions are being completed. Training is the responsibility of the Lab supervisor

MEH: Suggested WHS component could be added to the HDR process meeting project start up that is held within the first 3 month of project commencing

MH: First 3 months is when students are most vulnerable

AN: HDR students need hands on supervision for one month

LA: Suggests funding is required to ensure that all labs have induction paper work set up correctly

**Action**: MEH to raise WHS component to HOD and HDR committee

**Action**: MH to compile list of all possible inductions that staff and students may be required to complete.

**Action**: SD to advise MH regarding funding support.

**Meeting closed at 12.05 pm.**

**Next meeting: TBA**