**Macquarie University**

**Faculty of Science and Engineering**

WORK HEALTH SAFETY COMMITTEE: Department of Biological Sciences

Notes/Action Points

Tuesday 23rd February, 2016

**Present:** Marita Holley, Mariella Herberstein, Leanne Armand, Muhammed Masood, Prasanth Subramani, Peter Schlegel (the Hill)

**Apologies:** Maria Vozzo, Ajay Narendra, Sharyon O’Donnell

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Items Discussed** | **Notes** | **Actions** |
| 1.a | Induction list | List compiled. Each item classified as either Induction, Applied induction or Training by committee. | MH to finalise document MEH to forward to Faculty |
| 1b | Raise WHS component to HOD & HDR committee | MEH email HOD 14.10.15. This recommendation has now been integrated into the regular 6 month review of HDR students | Nil |
| 1c. | Funding support for person to assist with writing lab induction document | MH updated committee. The person had been employed & talked to all Lab Supervisors about their lab inductions. See item four for first draft of document | Nil |
| 2 | Review Terms of References | Committee accepted TOR. Heading to be changed from Advisory group to committee | MH to update document and circulate to committee |
| 3 | Nominate and elect deputy chair | Muhammed Masood nominated and elected | Nil |
| 4 | Table Biology General Laboratory Safety guideline document | Committee commented on document. | MH to incorporate changes and circulate to committee for final comments |
| 5 | Discuss efficient method for completing all office and lab inspections | Two inspection teams  Office team; MM(Leader),MEH, AN, SD.  Lab team; MH(Leader),PS, LA, PS | Team leaders to organize dates for inspections. |
| 6. | First aid kit servicing | Servicing First Aid kit every two weeks is excessive. However, this is the university policy | MH to send reminder to all First aiders to check the first aid kits that they are responsible for. |
| 7 | Update building safety signs “Protecting each other” | University WHS has provided an electronic version of the sign. | MH & Chief building warden to update signs. |
| 8 | HSR report | Nil to report |  |
| 9 | 2016 Safety Awareness activity Yes or No | A secret safety activity will be organized for 2016 | MH to confirm national safety week dates |
|  | **Other business** |  |  |
| 10 |  |  |  |
|  | **Next meeting** | **11.30 am Tuesday 3rd May** |  |
| 11. |  |  |  |