**Macquarie University**

**Faculty of Science and Engineering**

WORK HEALTH SAFETY COMMITTEE: Department of Biological Sciences

Notes/Action Points

Tuesday 3rd May, 2016

**Present:** Marita Holley, Mariella Herberstein, Muhammed Masood, Prasanth Subramani, Maria Vozzo, Ajay Narendra, Sharyon O’Donnell

**Apologies:** Leanne Armand

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|  | **Items Discussed** | **Notes** | **Actions** |
| 1.a | Training & Induction list | MH emailed completed induction & training list to MEH 4.3. 16.  MEH forwarded list to Barbara Messerle & Trudy De Vries 4.3.16.  Trudy responded 4.3.16 that H&S unit are currently developing a General Safety training course and have been seeking input from Lab Staff. | NIL |
| 1.b | Review Terms of Reference. | Terms of Reference for Biology WHS committee were updated and circulated to committee on 4.3.16. MH report that they would be finalized when the Faculty WHS Terms of Reference had been finalized as the departments TOR should “hang “ off the Faculty’s | MH to finalise TOR when Faculty TOR are completed. |
| 1.c | Table Biology General Laboratory Safety guideline document. MH to incorporate changes and circulate to committee for final comments | MH: Concerns about providing written induction to lab supervisors because they are the ones that are responsible for the safety in the lab and would need to justify the content if an accident occurred in the lab. MEH suggested the document be used as a resource for the Lab Supervisors and they could decide if they incorporated the information into the induction for their lab. | MH to complete document and send to committee for comment. |
| 1.d | Discuss efficient method for completing all office and lab inspections. Two inspection teams. Team leaders to organize dates for inspections. | Both MH & MM had organized dates for lab an office inspections | NIL |
| 1.e | First aid kit servicing. MH to send reminder to all First aiders to check the first aid kits that they are responsible for. | MH sent email to all department first aiders 21.4.16 reminding them to service first aid kits | Nil |
| 1.f | Update building safety signs “Protecting each other”. MH & Chief building warden to update signs. | MH showed examples of old & new versions of Building safety signs. Committee agreed that the new version was too difficult to read and preferred the old format | MH to report to university H & S unit as well as Faculty WHS committee. |
| 1.g | 2016 Safety Awareness activity. MH to confirm national safety week dates | MH emailed H & S unit 24.2.16. National safety week is 24th to 30th October | NIL |
| 2. | Update lab inspections | MH report four lab inspections had been completed | NIL |
| 3. | Update office inspections | MM reported most of E8A, E8B & E8C office inspections had been completed. | NIL |
| 4. | HSR report | Three incidents in Biology.   1. Chemical spill in W19M (2.3.16) 2. Small fire in E8A basement (13.2.16) 3. Chemical spill in E8C foyer (29.4.16) | MH to mention in safety update at next department meeting |
| 5. | 2016 Secret safety activity | Department secret safety activity will be 15th September 2016. MH tea room has been booked for day | MH to organise lunch.  PS to design poster  Committee to send “ideas” to MEH |
|  | **Other business** |  |  |
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|  | **Items for noting** |  |  |
|  | “Where to get help Poster” for HDR students | MEH: HDR committee are working on a “where to get help poster” that will be placed in each HDR office |  |
|  | **Next meeting** | **11.30 am Tuesday 19th July** |  |
| 11. |  |  |  |