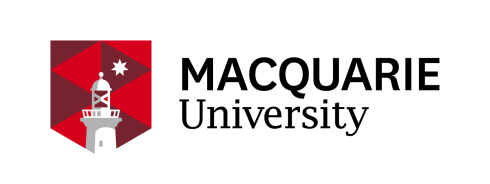
Minutes

Department of Biological Sciences 29th April 2020

Department of Biololgical sciences

Work Health and Safety committee meeting



Meeting location: Zoom

Date of meeting: 29th April, 2020

Time of meeting: 12.00pm

PRESENT:

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| Marita Holley (MH) – Acting Chair, HSR  Michelle Leishman (ML) – Head of Department  Simon Griffith (SG) –Academic  Michelle Power – (MP) Academic  Mariella Herberstein (MEH) Academic | Jaco Le Roux (JR) - Academic  Muhammad Masood (MM) - Glasshouse Manager  Prasanth Subramani (PS) - Technical officer  Sharyon O’Donnell (SD) – Department Manager  Calli Miller (CM) Admin officer |

IN ATTENDANCE

APOLOGIES

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| Bruno Buzatto (BB) – Academic  Fleur Ponton (FP) Academic |  |

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| Item | Details and resolution | | **Action** | |
| 1 | WELCOME AND APOLOGIES | |  | |
| 2 | Extraordinary items | |  | |
|  | Nil | |  | |
| 3 | Minutes of previous meeting **Resolution**: Committee resolves that the minutes of the meeting held 12th February 2020 as a true and correct record.  1st: MEH, 2nd : ML | |  | |
| 4 | Matters arising from the minutes | |  | |
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| 4.1 | **Mental Health Training**  List has been sent to Sonya Hendricks and two more sessions are planned  **Action** (8.8.19)**:** remain open till identified staff are trained  Sharyon sent off first round (no action required) – ongoing  Nov and Feb sessions running.  **Action** (7.11.19): Sonya will give Sharyon list of self-enrolled staff members  **Action** (12.2.20): SG to follow up with Sonya Hendricks.  **Action: (29.4.20) SD has list of people who have done the training and who is outstanding - she will follow up with Faculty regarding dates for next training sessions.** | | Duty: SD  By:  Status: Ongoing | |
| 4.2 | **Department After Hours and working alone**  Hours and Working Alone Policy – making it work for the Dept.  Marita and Sharyon have reviewed policy. We can use MolSci updated policy as reference, and it makes sense to try and be consistent due to shared labs etc.  **Action** (8.8.19)**:** Raise to Faculty Committee, to find out how other Depts are managing the monitoring of people after hours, and particularly how they capture the information.Completed  Report from SG - Laboratory Access Request System (LARS) by Daniel Crippa (engineering), dynamic database that tracks access, completed certificates etc. Still no fixed solution to real time monitoring of people working alone. Karl Lukezic is still reviewing options.  **Action** (7.11.19)**:** Claire Laws to manage process in coordination with SD, SG and MH. Completed  MH: 2019 Christmas shutdown successfully completed though all forms needed to checked to ensure correct call back procedures were detailed. FSE are looking into using an additional module in LARS for people to request afterhours access. Information will be stored in system. Molecular sciences are taking the lead on this and will test.  Still need to implement after hours policy in the department.  MP will assist with implementation.  **Action** (12.2.20): MH to send forms to Committee for review. CM to upload forms on department website in new WHS section. MP to raise at department meeting in April  **Action: (29.4.20) MH to review process of risk assessments with Faculty. MH and SD will review forms before end of May 2020 and organise a plan/timeline for distribution. SD to get access to MolSci pages to use as reference for our own.** | | Duty: SD, MH ML MP  By: May 20  Status: Ongoing | |
| 4.3 | **Lab Essentials**  Lists have started to come through of who has completed it  **Action:** SD to follow up with people who have not done it, supervisors to contact their students. If not competed, NO access to the labs  Set up so that Sharyon has access and can pull reports. Completed.  **Action** (8.8.19)**:** by next meeting: Sharyon and Michelle Leishman to run report to review lists at next meeting  **Action** (7.11.19)**:** Sonya to send list of people who have completed Lab essentials to Sharyon.  **Action (12.2.20):** ML to get list and raise at next department meeting. ML to Send reminder email to department. MH to send ML online training module links.  **ML emailed department 10.3.20** | | Duty:  By:  Status: **Closed** | |
| 4.4 | **Office inductions**  Recognised the need to create a list of expectations for office safety (i.e. no clutter, no power boards etc). Can be part of an onboarding process.  **Action:** Masood will draft a document for review at next meeting. Completed.  **Action (8.8.19):** Masood to finalise, and circulate draft to the Committee. However, need to get details on adaptors (see below)  Sonya – to research the best Australian adapters we can provide to anyone using international adapters. – by next meeting  **Action (7.11.19)**: Sonya to email Simon with links to University standards/legislations.  Simon to add final points to Office Expectations list (7.11.19)  **Action (12.2.20): SG to follow up with SH**  **Action (29.4.20) SG to circulate latest version to committee for review. Once finalised it should be circulated prior to office inspections. SD to include in on boarding for new staff. HDR & MRES co ordinators to include office expectations in orientations for post grads.** | | |  |  | | --- | --- | | Duty: SG &SD  By: May 20  Status: Ongoing |  | | |
|  | **Safety Calendar for Department** | |  | |
| 4.5 | MH suggested the possibility of a Calendar being set up with month by month actions required to be done throughout the year? i.e.: FEB – Hazard Risk Register, MAR – Office inspections, APR – Lab Inspections etc.  **Action** (7.11.19): Post meeting MH updated safety calendar to reflect committee’s suggestions. It will be trialled in 2020. The action item is now closed.  **Action (12.2.20):** MH to recirculate calendar to committee  Chair to ensure that Safety calendar is circulated with agendafor review by committee at each meeting | | Duty:  By:  Status: **Closed** | |
| 4.6 | | **Lab coat and safety glasses policy**  **Action** (8.8.19)**:** Need to discuss with working group of different types of labs, e.g. ML, MH, and SG. Need to decide policy on safety glasses, maybe also discuss with Lance. Once policy is clear then need to update lab door posters (MH).  SG present document “Risks of Eye Damage in Biology” prepared by Lance Islip(report attached as appendix).Committee discussed each Lab supervisor completing a risk assessment if they did not want to make wearing safety glasses in the lab they are responsible for compulsory. Completed  **Action** (7.11.19): Sonya to send Simon the current Risk Assessment form.  Simon to follow up about Lab Coats  **Action (12.2.20):** SG to follow up with Sonya and request current Risk Assessment form  MH FSE WHS committee meeting held 12.3.20 item 5.6  *Request to have FSE guidelines for wearing lab coats and safety glasses in research labs*  *No list of lab rules in the faculty eg. shoes, glasses, lab coat requirement for each lab.*  ***Action: MG to assess the extent of problem, carry out risk assessment for each type of lab and implement best practice.***  Biology WHS committee resolved to close this item until FSE give clear direction. | | Duty:  By:  Status: **Closed** |  | ITEMS FOR AGENDA |  |
| 4.7 | | **2020 Lab and Office inspections**  Will be same format as last year. Lab inspections to be conducted first. Aim to complete lab inspections by end of April  **Action** (12.2.20): MH to organise Lab inspection teams. CM to send out invitations**.**  MH All lab and common area inspections completed for 2020.  MP Asked if office inspections are required annually. The office inspections themselves are not time consuming it is the report writing and follow up that takes the time. Most committee member felt the office inspections were worthwhile.  **Action:** **(29.4.20) MH to check university policy and confirm if office inspections need to be conducted annually.** | | Duty: MH  By: 29.7.20  Status: Ongoing |
| 4.8 | | **University safety Wiki**.  MH: Risk assessment forms have been taken off the safety wiki without consultation. E.g. chemical risk assessment form. It is unclear what the process is now.  **Action** (12.2.20): ML to raise at Faculty meeting for clarification  MH: Raise at FSE WHS meeting held 12.3.20 Item 5.3  *Risk assessment forms have been taken off the safety wiki without notification.  eg.  Chemical risk assessment form, equipment risk assessment form.  It is unclear what the process is now.  Do individuals still need to complete a chemical risk assessment?*  ***Action: SH to find out why forms have been taken down. Reinstate until a replacement has been made.***  MH Confirmed that Risk assessment forms have been reinstated. | | Duty:  By:  Status: **Closed** |  |  |  |

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| 4.9 | **Animal Holding Areas in Bio Research Park**  MH: Animal holding areas have biology academics list as the Lab Supervisor/person responsible. Biology does not conduct WHS inspections of these areas.  **Action** (12.2.20): ML to raise with Ronny Eidels(MARS).  ML: Ronny Eidels confirmed via email on 25.2.20 that  MARS covers the WHS responsibility of all animal holding areas in the Bio Research Park except the Aquatic Facility - W19M and L and the three outdoor 9000L tanks which Josh Aldridge is responsible for. | Duty:  By:  Status: **Closed** |

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| 4.10 | **Discussion regarding WHS forms for Department**  WHS forms are not easy to locate on the university website.  **Action** (12.2.20)FP will collate list of forms (from FP and MH). CM to post on department website.  **Action (29.4.20) Committee members to send CM all WHS forms they want added to WHS webpage. CM to collate and cross-check with what Faculty already has.** | Duty: All  By: July 20  Status: Ongoing |

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| 4.11 | **Chemical waste Management Procedure**  **MH:** Chemical waste management procedure recommends pooling of waste chemicals.  Committee recommends that Biology Laboratories continues to use individual chemical waste containers rather than pooling. If there is a large quantity of chemicals to be disposed of Lab Supervisors should contact lab manager for advice.  **Action(29.4.20): MH to advise Lab Supervisors of procedure** | Duty: MH  By: July 20  Status: Ongoing |

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| 5 | **ITEMS FOR AGENDA** |  |

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| 5.1 | **Accessibility of online training modules**  MP: Some students are unable to access online training modules. These students need to be manually enrolled by Central WHS. Lab supervisors should be informed of the manual enrolment procedure.  **Action (29.4.20) ML: To resend reminder email regarding online training modules and include the manual enrolment procedure for ELMO modules.** | Duty: ML  By: July 20  Status: Open |
| 5.2 | **205B Automatic doors don’t have emergency break glass**  Automatic doors in 205B have not been installed to university standards as there is no emergency break glass.  **Action (29.4.20) MH: To follow up with Property** | Duty: MH  By: July 20  Status: Open |
| 5.3 | **Fire panels keeps going into alarm. (see also 6.1)**  Fire panels in 205A & 205B keep beeping. This was raised as a BEIMS request. Fire Safety Co ordinator is aware of the problem and confirmed that it is a network problem. Global fire is trying to resolve.  **Action**: **(29.4.20)MH to follow up with Faculty** | Duty: MH  By: July 20  Status: Open |
| 5.4 | **205B not confirmed that doors on fire trips are working correctly**  Ac**tion: (29.4.20) MH to follow up with Fire Safety coordinator – request building commissioning report and 2019 test results** | Duty: MH  By: July 20  Status: Open |

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| Item 6 | **Incident report** |  |

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| 6.1 | Biology: Fire panels in 205A and 205B Culloden Rd repeatedly show a fault since building commissioning. Action: 8 BIEMS service requests have been submitted to Property. The ROAR was raised to escalate the issue. WHS Advisor notified the Dean and Faculty Manager who then raised this and other BIEMS related issues with Property. Property have since been advised that the alarm is still sounding on Wednesday - 15/4/20.  **See item 5.3** |  |

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| Item 7 | Other businesses |  |

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| 7.1 | **Technical staff have capacity to help with any extra WHS procedures/tasks** | Duty:  By:  Status: Note |
| 7.2 | **Activity Safety Risk Assessment**  Is this for a project or individual task?  **Action (29.4.20) MH: To raise a Faculty WHS Committee meeting** | Duty: MH  By: July 2020  Status: Open |
| 7.3 | **E8B Level One Mouldy Offices**  E8B105, 107, 109 Mould growing on furniture in offices.  MH BEIMS request submitted 13.3.20 to Property to investigate. Property said that it is not an easy fix and suggested relocation of academics. | Duty: MH  By: July 2020  Status: Open |

**Next meeting to be held:** 29th July 2020

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| Members of the Committee: | | |
| Member | Abbreviation | Position |
| Marita Holley  Michelle Leishman  Simon Griffith | MH  ML  SG | Acting Chair  Head of Department  Academic |
| Muhammad Masood | MM | Glasshouse Manager |
| Mariella Herberstein | MEH | Academic |
| Sharyon O’Donnell | SD | Department Manager |
| Prasanth Subramani  Fleur Ponton  Michelle Power  Bruno Buzatto  Jaco Le Roux  Cali Miller | PS  FP  MP  BB  JR  CM | Technical Officer  Academic  Academic  Academic  Academic  Admin Officer |