

**DEPARTMENT OF PHYSIOLOGY
EH&S COMMITTEE MEETING
11 JUNE 2008**

The meeting was chaired by Chris Bramich

Attendees: Chris Bramich, Dr Andrew Allen, Ms Kathryn Marks, Dr Andrew Siebel, Karin Diamond, Alison Hunt-Sturman.

Apologies: Alan Lambell, Dr Glenn McConell

1. Minutes of previous meeting and matters arising

Noted.

2. Accident / Incident reports

All incident reports were lodged online. Two mouse bite incidents were reported and training was recommended and reinforced.

3. Monitoring and radiation reports

No high doses were recorded during the last three months. Sound level measurements were undertaken by Alison Hunt-Sturman for Dr Craig Goodman with the treadmill setup in the Animal facility. The noise levels were above legislative limits therefore staff will need to wear hearing protection.

4. Correspondence send / received

PC2 facility inspections were undertaken last week in three labs. They included the Tissue Cultures lab, Dr Andrew Allen's lab and A/Prof Lea Delbridge's lab. A number of issues were recorded; Safe Work Procedures need to be completed and submitted within a month to the Research office. There were also a number of building issues that need to be rectified prior to next years Audit.

Minutes from Faculty EHS and University OHS Committees

There are a number of Audits coming up within the Faculty over the coming months, internal audits will continue throughout August, external SafetyMAP audits conducted by Lloyds will occur during October along with the Work Safe self insurance audits.

Training

There has been a push over the last few months to ensure staff and students are up to date. About 70% of training has been completed. The spreadsheet is being updated to be more manageable. Alison Hunt-Sturman usually records all training in Themis, and provides hard copies to relevant Safety Officers for their Departments.

Internal Audits Progress

Chris advised he would going through two labs over the next two months ensuring that they are ready for an internal audit. They have been earmarked as they have not been included in previous audits.

Faculty Objectives and Targets

Alison Hunt-Sturman reported that each year objectives and targets are set. Supervisors and students need to ensure that they undertake risk assessment tasks. Referral training is online. 75% was the target for staff and students to be trained for their responsibilities.

The Medical Building is recorded as one of the worst seven environmentally friendly buildings on campus, this is related to power and water usage. The P&BS are going to undertake some projects related to this. There was general discussion about whether any power saving lighting has been used and will be used where maintenance is carried out. Purchases of lamps should be the power saving type.

More training for health and safety coordinators will be optional rather than mandatory.

Web Page

Chris Bramich reported files will be loaded onto the intranet instead of emailing attachments to everyone. A request was made for some important files to be emailed directly to staff, as it was felt that many staff would be unlikely to access the intranet to download those files.

Environmental Management

Dr Andrew Siebel advised that a number of different things were currently being investigated, including lighting. The Department is apparently well within range for safe lighting. Power savings can be achieved by shutting down computers over weekends, or during absences, etc. Comingle bins in corridors was seen as ok. Large amounts of accumulated paper, cardboard, etc should be periodically hand delivered to the basement and placed in the provided Visy bins. There needs to be a responsible person in each area / lab who will hand deliver recyclable material to the basement. This needs to be raised to the next Department staff meeting.

Security

As panic buttons installed in Christine Hofsteter's office and also in the Admin Office are yet to be tested, it was recommended that this be carried out soon. Security will need to be advised beforehand about the trial. This will ensure that the system is working correctly.

Other Business

Corridor access to the ground floor north wing was discussed. The doors should close at 6pm every evening. Students can access the computer lab from the end of the north wing external access door. The corridor doors should be closed at 5pm every evening.

Meeting closed 3.40pm.