

**DEPARTMENT OF PHYSIOLOGY  
EH&S COMMITTEE MEETING  
25 FEBRUARY 2009**

The meeting was chaired by Chris Bramich. Chris extended a welcome to Fiona Colarossi who is taking over from Dr Andrew Siebel as Research representative.

Attendees: Chris Bramich, Dr Andrew Allen, Ms Kathryn Marks, Mr Alan Lambell, Dr Glenn McConell, Ms Fiona Colarossi.

Apologies: Ms Alison Hunt-Sturman

1. Minutes of previous meeting and matters arising

Nil.

2. Accident / Incident reports

Only one incident has been recorded, but details are not known at this time. An incident occurred in the Viral Facility where the building was closed and the oxygen monitor went off. The Fire Brigade could not access the Facility. P&CS had not closed off the unit. The unit is now turned off. The key pad lock has been removed, and will be replaced with a unit that can be overridden with a master key

3. Monitoring and radiation reports

Alan Lambell reported that all reports last year were low levels. There has been some areas where there has been some confusion about how material is stored in labs. High level waste storage has been an issue. Change of sources (strength) needs to be notified to Alan. Supervisors need to look at this and report on to Alan. Honours induction has been held this week.

4. Correspondence send / received

Nil.

5. Minutes from Faculty EHS and University OHS Committees

No meetings held this year to date.

6. Training

Improvement in training during 2008 was noted, however there is still room for improvement, Chris Bramich will be following the same policy as last year of sending the training matrix to all the members of the department. The EHS unit has setup a working group that will be looking at how the University can best improve its training records, this will look at both structure of courses offered as well as training systems and how to implement any changes. Chris will be looking at the process on induction forms and how it can be modified to ensure that all training requirements are met.

## 7. Objectives and Targets

Alison Hunt-Sturman has forwarded the faculty's objectives and Targets which are attached. Further discussion of these will occur at the next meeting.

## 8. Introduction of the National Audit Tool

Chris advised that we are moving from SafetyMap4 to National Audit Tool (new system). A gap analysis will be undertaken by the EHS unit this year as well as Faculty meetings that will address any changes between the two systems.

## 9. WorkSafe Recertification Audits

The University is working to retain WorkSafe self insurance status. There were quite a number of non conformances which will need to be fixed by May 2009, eg document control, PPE specifications, handover process for service equipment, inspection programs, investigation processes.

## 10. Environmental Management

There was a query as to the Departments' environment management guidelines, the department follows the Faculty's guidelines. Several water tanks have been installed on campus buildings. The University will be investing a lot of money in improving building energy usage, such usage must be reported to the EPA.

It was noted that waste is still being thrown away in general waste instead of being placed in commingle bins.

## 11. Security

Corridor doors should be closed at 5pm every evening. External doors are open from 7am to 7pm. These times need to be checked.

A reminder email needs to be sent to all staff / students about security of items / offices now that semester one has started.

## 12. Meeting Dates and Times

Dates confirmed, all meetings to be held at 3.00PM in the Level 2 Conference room.

1. Wed 25 February 2009
2. Wed 27 May 2009
3. Wed 26 August 2009
4. Wed 25 November 2009

## 13. Other Business

New exit signs have been installed within the building. It was noted that the odd sign has been incorrectly placed, and some appear to be extra to requirements.

Meeting closed 3.40pm.