

The meeting was chaired by Chris Bramich

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

Apologies: Dr Glenn McConell,

1. Minutes of previous meeting and matters arising

Testing of alarms in office areas – still to be organized with University Security.

2. Accident / Incident reports

Nil reports – all Incident reporting is done on line, and are sent on to immediate supervisors. Karin Diamond advised no reports were known to her. A one to two month delay is anticipate don the current system.

3. Monitoring and radiation reports

No high doses recorded

4. Correspondence send / received

An email related to after hours has been circulated to all. Anyone working after hours must complete the required form.

Alison Hunt-Sturman has emailed floor wardens about the altered arrangements for evacuation due to the north wing of the Medical Building being blocked off. Property Services were aware but did not realize it was an evacuation path. An alternate exit is being planned. The exit is blocked off because of a long term substation project being underway.

5. Minutes from Faculty EHS and University OHS Committees

No significant issues were reported at the Faculty meeting since the last meeting. A reminder of notifiable incidence was discussed. A proactive approach about notifying the correct unit / person needs to be taken. The EHS Unit and Alision Hunt-Sturman are the key contacts. They in turn are responsible for contacting WorkSafe immediately.

A system of waste rotation disposal is improved. Waste disposal should be sorted according to how material was used. There is a problem with a central disposal site in Melbourne for radiation waste. It was noted that some waste needs to be held for a certain amount of time to ensure readings have dropped to a low level before disposing through general waste. A memo is to be drafted.

From the EHS Coordinator Meeting it was reported that chemical management procedures will be released shortly. There are minor changes only.

As part of a University energy efficiency program, the MDHS building was listed in the top

10 of the “high usage” buildings in the University. Energy savings are being investigated, high usage items in the building have been determined. Water usage is reported as being very high.

WorkSafe audits are happening at the end of this month involving two Departments.

6. EHS Policies update

These policies are due to be looked at this year. Current policies were tabled for consideration. A radiation policy is required, as well as a portable appliances policy. It was noted that Departments should not need to create policies which already exist at Faculty level. “What to do” information needs to be included in the Department Hand book. This is currently being overseen by Christine Hofsteter.

7. Training

The latest training register was tabled for information. Improvement in completions is required especially for Manual Handling and Ergonomics. Alison Hunt-Sturman is conducting the next Manual Handling and Ergonomics training at Bio21 on 4 September.

8. Internal Audit Report

Chris Bramich advised he was still waiting for a report, and that there was likely to be only one area for improvement which was for documentation. The Lynch lab participated in the audit with two other labs on standby. Chris extended his thanks to everyone in the Lynch Lab.

9. Faculty Objectives and Targets

As discussed previously training is the main objective that the Department is looking at.

10. Web Page

Some minor updates have been done by Chris Bramich. Karin Diamond advised that a Content Management System is recommended for the future for web page updating.

11. Environment Management

The last meeting was held on 21 July. The main topic of discussion was paper usage. There is a growing number of small printers using a lot of small toner cartridges. New Comingle recycle bins will be going into corridors shortly. How rubbish is collected is an ongoing problem. Alison Hunt-Sturman advised that any issue raised by the Environment Management team should be referred to her for advice as she may be able to resolve problems. Bins are not clearly labeled so that the wrong rubbish is going into the wrong containers. It was noted that cleaners always treat lab rubbish in a particular way. Rubbish from offices goes into general waste. An example of confusion relates to the two black bins in the Tea room. Consistency is required with clearly labeled bins.

Education is required on sending emails internally within the Department. Signatures in emails can be very lengthy and it is recommended that only short signatures be used for internal emails. This might reduce the amount of paper wastage for those which are printed.

12. Security

A student was located on Level 7 in the Medical Building in the process of finding a place to lie down. The student was reported.

Prof Harrap has reported that his office has been left open to the corridor. The cleaners' supervisor has been advised that all appropriately tagged doors must be closed and locked after cleaning.

13. Other Business

Chris Bramich reported that with the ongoing works located at the north end of the Medical Building, delivery vehicles are now having to park adjacent to the HFI building. There is now a blind corner which is becoming a traffic hazard for pedestrians. A corner mirror has been suggested.

Alan Lambell reported that toilets are being reported in bad condition. The level 3 and level 4 toilets were of major concern.

Meeting closed 4.00pm.