

DEPARTMENT OF PHYSIOLOGY
EH&S Committee Meeting #1 Minutes

Tuesday 5 February 2008
3pm Conference Room

Chair: Mr Chris Bramich

Present: Mr Alan Lambell (Prof Staff Rep and Radiation Safety Officer)
Dr Glenn McConell (Environment Advocate)
Ms Kathryn Marks (Postgraduate Rep)
Dr Andrew Siebel (Research Rep)
Ms Alison Hunt-Sturman (Faculty EHS Officer)

Apologies: Ms Karin Diamond, Dr Andrew Allen

1. Minutes of Previous meeting and matters arising

Nil.

2. Accident / Incident Reports

<p>A summer student cut her finger on a microtome blade. It was not a serious cut but did require treatment at the RMH emergency.</p>

<p>A PhD student reached over the top of a dessicator which had previously been left damaged with the top of the dessicator snapped off and a glass shard left. The student's arm was cut and required treatment with steri-strips at the RMH emergency. The dessicator has been removed from service and disposed of.</p>
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<p>Two weeks ago someone was asked to remove a chemical from a fume hood. This person took it out and placed it in their lab, but not in a fume hood. Another person came in the following week and thought the smell was from what she had been doing. It was however from the chemical left on the window ledge. MSDS were checked for transport and storage, another person consulted, and a decision made to store the chemical under a fume hood. The container was never opened, about the same time an Honours student in the area developed a headache from the fumes. Correct procedures were followed.</p>
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3. Monitoring and Radiation reports

<p>No readings to report. Training inductions were undertaken for the Honours students. Alan Lambell advised he will be running a further training session for new staff shortly. Alternative induction programs will need to be arranged by the supervisor to ensure that staff / students are trained correctly.</p>
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4. Correspondence sent / received

Nil.

5. Minutes from Faculty EHS and University OHS Committees

Faculty has not yet met this year. Objectives and targets were agreed upon at the last meeting.

Four audits will be happening at the University this year, including interviews, Worksafe intervention projects (risk legislation items) and re-accreditation audits from WorkSafe. A WorkSafe auditor and WorkSafe inspector will be visiting. We will not get the type of notice which is given by Lloyds. WorkSafe are expected to visit unannounced. They will be looking at management systems, manual handling, hazardous substances, emergency fire equipment and workplace facilities.

6. Training

The Training Matrix for the Department was tabled to demonstrate the poor attendance at training courses. The list incorporates training which should be done and those members of the Department that are required to attend that training. As the Department scored a “Area For Improvement for training at the last internal audit, the auditors may give the Department a “requires Correction” if training is has not substantially improved, this also carries a \$5000 disincentive.

Chris Bramich will be sending out an email out shortly with a list of all the training which is scheduled and under each heading the name of staff and students who will need to attend.

7. Internal Audit

The Department’s internal audit is scheduled for August, three labs will be chosen for audit.

8. Chemical Inventories

ChemWatch have uploaded all the inventories for Physiology, these will be checked and updated where required.

9. Web Page

Nil to report.

10. Environment Management

Dr Glenn McConell advised that no meeting had been arranged for a while. Kathryn Marks tabled a report on the concept of power consumption when computers etc were turned off except for one night a week. Electricity usage is not invoiced to Departments and therefore cost related to computers is impossible to determine. Best and worst case scenarios were undertaken for comparison. It was noted that during non teaching periods, prac lab computers are turned off. During teaching periods, all prac lab computers are set to power off at 5pm.

The use of Vizey bins from the basement brought upstairs and used for major disposal of paper rubbish will be promoted. It is apparent that waste paper from small Vizey boxes next to desks is actually being dropped into the general rubbish and not recycled. It is necessary for all cardboard from boxes to be

taken downstairs to the basement or left next to the large recycle boxes on each floor.

A suggestion was made to remove 2 out of every 3 strip lights in a room, with the intention of still have adequate lighting.

11. Security

Panic buttons have been installed in two of the Level 2 north wing Physiology offices for security reasons. The installation also included a ceiling height camera at the top of the ground floor north wing corridor.

12. Meeting Dates and Times

11 June 2008
3 September 2008
3 December 2008

All meetings will be held in the Conference room at 3.00PM

13. Other Business

Nil.

14. Meeting closed

4pm.

EHS Meeting Minutes 5 march 2008.doc