



THE UNIVERSITY OF
MELBOURNE

Department of Physiology EHS Meeting

15 September, 2006

10am

Conf Room N215

Chair:

Chris Bramich

Attendees:

Mr Chris Bramich (Convenor), Mr Alan Lambell (General Staff & Radiation Safety Officer), Dr Glenn McConell (Environment Advocate), Ms Kathryn Marks (Postgrad Rep), Dr Andrew Siebel (Research Rep), Ms Karin Diamond (Department Manager), Ms Alison Hunt-Sturman (Faculty EHS Officer).

Apologies:

Dr Andrew Allen (Academic Staff Rep)

Note Taker:

Lesley Robinson

1.

Minutes of previous meeting and matters arising

Nil.

Conclusions:

Action items:

Person responsible:

Deadline:

2.

Accident / Incident reports

Karin Diamond

Staff members were moving item on a trolley. It was being pushed by one and pulled by the other at the same time. It was pushed into the ankle of the person in front cutting the skin.

Student washing a cracked beaker, pushed a sponge in resulting in broken glass and a cut hand approx 3ml deep. Contents of beaker included washing detergent, saline and one other product. Broken or cracked glass items should be correctly disposed of.

Staff member lifted a heavy box. The box was dropped (contents glass slides). Muscle damage resulted from the actual lifting of the box. It was noted that there has been inappropriate disposal of such items in the basement. It was also noted that the glass bin is not very well located for easy access.

Conclusions:

Action items:

Person responsible:

Deadline:

3.	Monitoring Reports	Alan Lambell
<p>Only low doses recorded.</p> <p>The Delbridge lab is meeting requirements with their changed chemical usage.</p> <p>Steve Guggenheimer will be running a Radiation training session early next week (19 September); any staff needing a refresher should attend. Also, anyone who has not attended in the last three years should attend.</p> <p>It was suggested that the Department purchase two perspex waste boxes for usage as required by labs when first starting to use radiation while they are waiting for their own to arrive. It was recommended this be added to the budget.</p>		
Conclusions: Purchase two Perspex boxes		
Action items: Add to 2007 Budget		Person responsible:
		Chris & Alan
		Deadline:
4.	Correspondence	Chris Bramich
No items.		
Conclusions:		
Action items:		Person responsible:
		Deadline:
5.	Minutes of Faculty EHS & University OHS Committees	CB and AH-S
<p>The draft consultation procedures put forward for consideration have not been accepted by the union (NTEU) or EHS representatives. There will also be a number of EHS representative positions vacant on the OHSC.</p> <p>WorkSafe are keeping a closer eye on the University following a recent incident report regarding a needle stick injury to an AMS student. This highlights the need for the documentation of training in local procedures, supervisors need to be able to demonstrate that they have trained their staff and students appropriately. Supervisors, lab heads and staff need to be reinforced of the need for this documentation as well as documented Safe Work Procedures.</p> <p>As a result of the above incident specialised training courses for specimen taking was discussed. It was noted RMIT and Swinburne are both teaching phlebotomy courses. This issue needs to be further investigated.</p> <p>Fines for non conformances raised, relevance to internal, external or other audits was questioned.</p>		
Conclusions:		
Action items:		Person responsible:
		Deadline:

6.	Cyclic Events	Chris Bramich
<p>Inspections have been sent out to lab heads to complete, two weeks notice has been given. Fume hoods have just been tested again.</p>		
Conclusions:		
Action items:	Person responsible:	Deadline:
7.	Internal Audits	Chris Bramich
<p>During the internal safety audits in late April the Department received one non conformance. This relates to training of both local procedures and University prescribed training. The Department will request that the non conformance be downgraded to requires correction. The issue of University prescribed training will be queried as the evidence that was produced during the audit was not tabled. The second part related to local procedural training records within laboratories, this was agreed to and the Department will submit a plan of action. Supervisors must take responsibility to ensure all training is undertaken by personnel within their areas and that all personnel are signed off as competent at local tasks before they are able to perform the tasks unsupervised. A training register has been developed to attach to safe-work procedures for local tasks.</p> <p>Requires corrections – safe work procedures – has been addressed by preparing a template for use within the Department. The generic template includes action items for various scenarios. Should be customized as required. Several items in the template were addressed and some suggestions made to improve the template. The new procedures document will be made available to each lab supervisor to use for each procedure conducted within their Laboratory.</p> <p>Chris Bramich reported that all other items had been closed.</p> <p>The auditor is returning during the week of 24 September.</p>		
Conclusions:		
Action items:	Person responsible:	Deadline:
8.	Web Page	Chris Bramich
<p>Has been updated and include latest minutes of this committee.</p>		
Conclusions:		
Action items:	Person responsible:	Deadline:
9.	Training	Chris Bramich
<p>It was noted that prescribed University training courses are not well attended by members of the Department, and that some staff have not attended any training courses in the last 3 years. Supervisors training is an area that needs to be improved, supervisors who have not completed the training will receive an e-mail shortly to remind them that it is required.</p>		

Conclusions: E-mail to be sent to staff who require EHS for supervisors training

Action items:	Person responsible:	Deadline:
	CB	

10.	Environmental Management	Glenn McConell
<p>The environmental aspects register needs to be updated. Styrofoam containers are collected regularly when a significant amount has been deposited in the basement. A computer collection is to be completed again shortly.</p> <p>Another meeting of the Environment group will be scheduled shortly.</p> <p>Noticeboards are updated with environmental issues especially for new staff and students. Notices related to disposal dates could be included.</p>		

Conclusions:		
Action items: Environment aspects register	Person responsible:	Deadline:
	Glenn McConnel	

11.	Other Business
<p>Security – incidents are continually being reported to Security. After hours access needs improving. Karin Diamond advised a quotation will be acquired for improved security equipment.</p> <p>In an ideal world student access within the building would be restricted to lower floors, however, this would require a refurbishment / re-organisation of the Department spaces in the North Wing.</p>	

Conclusions:		
Action items:	Person responsible:	Deadline:

12.	Next Meeting
<p>A tentative date of 8 December 2006 has been set.</p>	

Meeting Closed: 11am

Manager Risk Management Office
 Prof Stephen Harrap Head of Department (hard copy)
 Ms Alison Hunt-Sturman Faculty Safety Officer
 Noticeboards EHS, Academic, Staff and Students
 All staff and students (Intranet)
 Departmental Environmental Health & Safety Committee (Electronic)
 Departmental Environmental Health & Safety Files (hard copy)