



THE UNIVERSITY OF
MELBOURNE

Department of Physiology EHS Meeting

7 July, 2006

10.00am – 11.00am

Venue: Conference Room

Chair:

Chris Bramich

Attendees:

Dr Andrew Allen (Academic Staff Rep), 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), and Mr Steve Guggenheimer, University Safety Officer.

Apologies:

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

Student was scalded by hot water in Staff Room during morning tea.

Staff member bitten by rat. Animal handling procedures to be reinforced by supervisor.

Another rat bite – same rat – now removed from study.

Student nearly hit by car at Grattan St crossing.

Staff member entered a room full of smoke. Caused by using an old oven which had not been used for many years.

A small amount of acetone (?) was knocked onto the edge of a cupboard. Not serious.

Student cut hand whilst dissecting a mouse. Instruction given on better care when handling a scalpel.

Near miss coming through red light.

Strong vapours released within the cold room on Level 4. Alison Hunt-Sturman was contacted and coordinated a Spill Kit clean up. The state of the cool room was noted. Items had been left on the floor of the cool room, including empty packaging. A close down of the facility was undertaken until the area was cleaned up, and procedures improved. Shared facilities and how they are cleaned, used and managed will be improved and staff educated.

Staff member – another incident at Grattan St.

Staff member attended a function where she was advised that available food was “gluten free”. This was

not the case, causing staff to become ill. Taken by ambulance to hospital.

Staff member heard water pouring down a service duct inside an electrical panel. It was sourced back to Level 4 where plumbers were working.

There was a break in on Level 5 where three laptop computers were stolen from the Post-graduates room.

Conclusions:

Action items:	Person responsible:	Deadline:

3.	Monitoring Reports	Alan Lambell
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Alan Lambell reported that monitoring is now undertaken every three months. All ratings are well within limits. Labs are starting to use materials relevant to monitoring. There is a draft check list available from Faculty for customizing the using by the Department. Current experiments being undertaken or planned were discussed. Spot checks are planned over the coming two or so months.

Conclusions:

Action items:	Person responsible:	Deadline:

4.	Correspondence	Chris Bramich
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Email from EHS Unit re: new ChemWatch register. Alison Hunt-Sturman has coordinated the exercise. Training for individual labs is planned for using this online facility. Maintenance and upkeep costs will be shared across Departments.

Conclusions:

Action items:	Person responsible:	Deadline:

5.	Minutes of Faculty EHS & University OHS Ctes	CB and AH-S
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Faculty EHS Meeting - At the University Planning & Budgets Conference, it was approved that each non-conformance in an external audit will result in Faculties being charged \$20,000 per non-conformance, and if not fixed within three months would result in a further \$30,000 being charged. The Dean has said that all fines incurred will be passed down to the offending Departments.

University OHSC meeting - Alison Hunt-Sturman reported that all Departments will need to ensure they have active EHS committees and reporting.

Conclusions:

Action items:	Person responsible:	Deadline:

6.	Faculty Objectives and Targets	Alison Hunt-Sturman
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Alison Hunt-Sturman reported on a Training Program for Heads and Managers. Manual handling training for all staff is required. Further training courses are planned shortly.

PPE Training, Training sessions are being planned for Faculty Departments, all staff and students that work within Labs must be deemed competent in the use of PPE.

Chemical based risk assessments should be completed for all chemicals and their usage. SafetyMap maintenance meetings are planned to look closely at this issue.

Conclusions:		
Action items:	Person responsible:	Deadline:

7.	Internal Audits	Chris Bramich
Internal Audit reports are still in the process of being finalised, as there is some debate as to what constitutes an area for improvement and requires action, these should be out in early August.		

Conclusions:		
Action items:	Person responsible:	Deadline:

8.	Terms of Reference	Chris Bramich
Approved with the alteration to the wording related to general staff requires updating to “professional”. It was noted that Faculty terms of reference are now being used across the University.		

Conclusions: Approved pending change		
Action items: Make changes, get approval from HOD	Person responsible:	Deadline:
	CB	Next meeting

9.	New Risk Management Procedures	Chris Bramich
New University risk management procedures have been approved by the OHSC. The current procedures will stand until a review is requested.		

Conclusions:		
Action items:	Person responsible:	Deadline:

10.	Web Page	Chris Bramich
Nil to report. A new page related to Tissue Culture facility is being prepared. This will incorporate policy and procedures for the facility.		

Conclusions:		
Action items:	Person responsible:	Deadline:
11.	Training	Chris Bramich
PPE training is scheduled for 19 August. Emails to potential attendees will be arranged.		
Conclusions:		
Action items:	Person responsible:	Deadline:
12.	Environmental Management	Glenn McConell
<p>Glenn McConell reported on the World Environment Day breakfast recently attended. The usage of alternate chemicals for particular procedures was raised. Cost savings are possible. Disposal of waste and its cost was raised.</p> <p>Comingle bins will be made available shortly. These are recycling bins for certain items. There should be one on each level within the Department.</p> <p>Consideration should also be given to using energy efficient light bulbs. At the end of each day, lights should be switched off as the last person leaves and locks up a lab. An internal awareness program could be initiated within the Department. Steve Guggenheimer reported that site budgets per Department will eventually be responsible for paying for replacement of such items.</p> <p>Honours Induction – Green safe, Green Lab, etc will be included in the coming induction program for students. Lit Reviews and Honours theses could possibly be electronically provided for assessment instead of printing up multiple copies for examiners. This would provide an option for assessors to choose how they would like to receive the work for examination.</p> <p>Styrofoam eskys can now be disposed of in special bins in the basement. Alison Hunt-Sturman has responsibility for their disposal. An email to all staff is required to educate re the new procedure.</p> <p>There is a battery recycling box in the mail room, batteries are now collected by central mail services.</p> <p>Used transparencies are also collected in the mail room. They are periodically sent to a firm in Pennsylvania.</p>		
Conclusions:		
Action items:	Person responsible:	Deadline:
13.	Other Business	
<p>A University wide contract for autoclave services is required. A meeting within Faculty will be held to discuss this issue. It is hoped that a contractor will be appointed. WorkSafe inspectors are noting service and non-service of such items.</p> <p>Steve Guggenheimer raised the issue of the Cyclic Events check list. This is an audit issue and should be raised regularly at EHS meetings to meet audit requirements.</p>		

Conclusions:		
Action items:	Person responsible:	Deadline:
14..	Next Meeting	
Dates: 8 September 2006		
Meeting Closed: 11am		

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