

**DEPARTMENT OF PHYSIOLOGY  
EH&S MEETING 12 DECEMBER 2005**

A meeting of the Departmental Environmental and Safety Committee was held on Monday 12 December 2005 at 3.30pm in the Level 2 Conference Room of the Medical Building.

**Present:** Mr Chris Bramich (Convenor), Dr Andrew Allen (Academic Staff rep), Ms Alison Hunt-Sturman (Faculty EHS Officer), Cara Busst (Postgrad Rep), Ms Karin Diamond (Department Manager).

**Apologies:** Dr Andrew Seibel (Research Rep)

Chris Bramich welcomed everyone to the last meeting for the year.

**1. Minutes of previous meeting and matters arising**

Nil.

**2. Accident / Incident reports**

Staff member was working in an area on level 6 where a light diffuser had fallen to the ground. This is not an isolated incident. This incident was reported but had not been acted upon to date.

**3. Monitoring Reports**

No high doses.

**4. Correspondence sent or received**

Electrical testing – a contractor has begun work today. Only minor items have been found to date. The exercise should take about one to two weeks. Equipment in labs will be checked first, and offices separately. Any suspect items will be fixed as they are found if they are faulty plugs or cords etc. Manufacturers would need to be notified to fix any major items.

**5. Minutes from Faculty EHS and University OHS Committees**

Faculty EHS meeting – minutes not available at this time. One issue raised was the taking over of one car parking space in the basement by Pathology due to the installation of another liquid nitrogen tank. An oxygen monitor will be required.

Waste disposal crates need space in the basement.

Contract cleaning was discussed.

Grattan Street traffic issues, an incident at Gate 11 was discussed as well as adjustments being made to tree trimming and road painting.

**6. Radiation Safety**

Staff are currently monitored monthly. This will change to three monthly, saving some funding. It was noted that Alan Lambell is doing an excellent job in ensuring that labs using radiation are doing the right thing.

**7. Web Page**

Ongoing. To be updated regularly. 2006 dates will be included shortly.

## 8. Internal Inspections / Radiation / Laboratory

Alan Lambell has been undertaking internal radiation inspections. Will be revisiting areas again in February. Chris Bramich continues to do internal inspections.

## Training Sessions

Training for supervisors and manual handling training are pending. Chris Bramich is now a fully trained OH&S representative. Training for senior management heads and management representatives – it is difficult to have all these people on a two day course at the same time. It is hoped that a competency sheet with all key information would be more helpful and appreciated by all. Certificates will be issued shortly for all those who have attended bio-training during the last two years.

## 9. Department Policy updates

Chris Bramich advised he will be looking at some of the Department's policies and making necessary adjustments. Drafts will be submitted for approval before being replaced on the intranet.

## 11. Cyclic events 2006

Autoclave inspections – timing discussed. Training needs to be done in February. A building evacuation has yet to be done. It was noted that the BRF committee had decided not to go ahead with a replacement alarm system. This is to be checked.

Autoclave gases – an awareness email is required to ensure staff use protection when handling any items that has splash potential. PPE will be required. There have been 28 incidents over two years within this Faculty. Lab heads should be ensuring that all staff and students have the appropriate PPE for all occasions.

Bill Kaegi has resigned as Deputy BEC. Two candidates have been approached.

## 12. Environmental Management

Re CybrGreen, funding for a replacement chemical to be followed up. Trials to be undertaken shortly.

## 13. Other Business

Re cleaning, Karin Diamond advised she would like to try to get some input about how bad it is. It appears to be a health issue. Windows cannot be opened. Pressure needs to be put on P&B re quality of cleaning. The way the contract is written and how the cleaning is done within the time allocated. It was also noted that many offices are never vacuumed. Some offices have been declared not fit to work in.

Environment Representative – nominations will be sought in the next week or two. Representatives on the Committee next year are to be sought.

<b>Actions (including outstanding)</b>	<b>By</b>
Web Page update (ongoing)	Chris Bramich
Laboratory Inspections	Chris Bramich
Update of Department Handbook	Chris Bramich / Karin Diamond / Lesley Robinson

#### 14. Meeting Dates 2006

To be determined shortly. To be advised.

Chris Bramich thanked everyone for their input this year. It is hoped all members can again join the committee next year.

Meeting closed 4.20pm.

#### **DISTRIBUTION**

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Prof Stephen Harrap	Head of Department (hard copy)
Ms Alison Hunt-Sturman	Faculty Safety Officer
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