

**DEPARTMENT OF PHYSIOLOGY  
EH&S MEETING 8 JUNE 2005**

A meeting of the Departmental Environmental and Safety Committee was held on Wednesday 8 June 2005 at 10.00am in the Level 2 Conference Room of the Medical Building.

**Present:** Mr Chris Bramich (Convenor), Dr Andrew Allen (Academic Staff rep), Ms Cara Busst (Postgrad Rep), Ms Kate Nowell (General Staff and Environment Rep), Dr Andrew Seibel (Research Rep), Ms Karin Diamond (Department Manager).

**Apologies:** Ms Alison Hunt-Sturman (Faculty EHS Officer)

### **1. Minutes of previous meeting / matters arising**

Grattan Street crossing will have changes made. The road will be marked more clearly. Light sequences will also be adjusted. Overhanging branches of trees will be trimmed. Overhead lighting will be considered in the future. Also traffic speeds will be investigated.

### **2. Accident / Incident reports**

An overhead plastic light cover in the ceiling fell onto a desk which was unoccupied at the time. P&B have informed that this is not an isolated case. A lecture theatre ceiling tile fell recently just missing a student. Recent incident of stopped tram with traffic not stopping. A student undertaking a 30 second cycle sprint felt unwell afterwards. A student felt faint during a BP prac class and was assisted appropriately.

### **3. Monitoring reports**

No high doses reported.

### **4. Correspondence**

Advice has been received that Ketamine has been rescheduled from an S4 to an S8 rating. This directly affects its storage arrangements. It now needs to go into a drug of addiction cabinet, and must be signed off. A SafetyMap maintenance meeting this week discussed the need for cabinets being installed in the Animal House where this drug will mainly be kept and used. Individual storage arrangements per lab must be investigated and protocols must be determined as a matter of urgency to meet the tight controls. Alternatives will be investigated for use instead of Ketamine. Amounts of the drug are restricted as well. User record keeping must be impeccable. Every drop must be accounted for. Alison Hunt-Sturman is participating in the preparation of protocols to be followed. Out of hours usage will be a problem.

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

No Faculty or University committees have met since the last committee meeting.

### **6. Incident Reporting**

There is concern that some incidents are not being reported. Some people may think that an incident or near miss is not required to be documented. All staff need to be reminded that even near misses need to be reported to ensure that other incidents do not happen in the future as a result. Handing of incidents also need to be documented. This issue should be reported at the Departmental meeting for all staff.

## **7. Induction of new laboratories – Hargreaves – Allen**

Two new labs are starting up very shortly. Chris Bramich advised he would be visiting each lab to discuss any safety issues, inventories etc which need addressing.

## **8. Waste Disposal**

Waste removal protocols have been revisited but they still fail to be followed when waste removal is undertaken. This involves any hazardous waste which leaves the Department, radiation waste, sharps containers, biohazardous waste, etc. Documentation is required. The log book is situated on Level 1 in the storage area. It was also noted that some waste is not waste but can be poured down the sink (ie. Buffer solutions). Any ideas on how better to handle this situation are welcomed by Chris Bramich.

## **9. Radiation Safety**

Alan Lambell is currently being trained by Steve Guggenheimer as the Department's new Radiation Officer. He is looking at all procedures to find ways of improving work practices.

## **10. Web Page**

The Department's safety web page is slowly be improved.

## **11. Internal Inspections**

Chris Bramich advised he will be undertaking inspections of labs over the coming weeks during the non teaching period. No prior notice will be given.

## **12. Training**

Training needs analysis has been sent out for completion. They are due back today. A reminder will be issued shortly. A number of training sessions will be held, organised by Faculty. The radiation safety, biohazard training sessions have been held already.

## **13. Safety Budget**

A new desk has been bought for Joel Bornstein. Several priorities have been listed and will be funded later this year. A contamination monitor is recommended instead of a radiation monitor.

## **14. Changes to the OHS Act**

A summary of the updated Act was tabled for information. Employer responsibilities are major in the changes especially anyone in a supervisory role, ie accountability for duty holders. OHS representatives must have greater access to training. Employees have a greater duty of care and must be consulted more than previously. This Department does that fairly well. This issue will be discussed at the Departmental meeting on Friday.

## **15. Cyclic events 2005**

Reviewed.

## 16. Environmental Management

Recycle paper for the photocopier has been investigated, but it appears that all paper trialled have been jamming the Xerox. Polystyrene container storage is required. Lab members need to know where to store unwanted containers. Labs are required to currently store their own. Temporary storage near the old computer material on Level 1 appears to be the most appropriate place at the moment. Alison Hunt-Sturman is currently investigating recycling polystyrene.

## 17. Other Business

Window washers were on site last week without any identification. If any person seen working around the Department, purporting to be a contractor, cannot provide identification, must be reported by phone to the Department Manager or Security.

<b>Actions (including outstanding)</b>	<b>By</b>
Web Page update (ongoing)	Chris Bramich
Laboratory Inspections	Chris Bramich

### 1. Next Meeting date

6 September 2005. It was recommended that the last meeting for the year be held at lunchtime.

Meeting closed 10.45am

### **DISTRIBUTION**

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)  
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