

**DEPARTMENT OF PHYSIOLOGY
EH&S MEETING 21 MARCH 2005**

A meeting of the Departmental Environmental and Safety Committee was held on Monday 21 March 2005 at 11.30am in the Level 2 Conference Room of the Medical Building.

Present: Mr Chris Bramich (Convenor), Ms Alison Hunt-Sturman (Faculty EHS Officer), Ms Cara Busst (Postgrad Rep), Ms Kate Nowell (General Staff and Environment Rep), Dr Andrew Seibel (Research Rep), Dr Andrew Allen

Apologies: Ms Karin Diamond

Chris Bramich welcomed everyone to the first meeting for the year, and especially the new members of the Committee and noted appreciation for past members for their assistance during 2004.

1. Minutes of previous meeting / matters arising

Noted.

2. Accident / Incident reports

A staff member has received a strain injury whilst "pithing" toads, resulting in tendonitis. The staff member has been removed from these duties for the present time.

A staff member twisted their left wrist by trying to put paper into the Xerox. The staff member is managing her duties around the injury.

A chair was lifted over a desk resulting in back discomfort. This activity will not happen again unless a second person is present to assist.

Grattan Street traffic flow – traffic lights did not stop a vehicle going through a red light and nearly hitting a pedestrian.

3. Monitoring reports

No high doses reported.

4. Correspondence

Certificate of Approval received from Lloyd's register quality assurance which gives us accreditation to SafetyMAP and the Environment Management System (ISO 14001). This certificate should be valued, as there were no non-conformances. Excellent achievement for the Department.

Email received from Jim Pringle regarding electrical equipment in cold rooms. There is a considerable amount of equipment being stored and used in these rooms, where it may not be safe to. Jim has offered to look at any equipment that is used in cold rooms continuously and electrically test it. This also raises the issue of electrical testing of all equipment. Within the Department, equipment both in the workshop and prac class is tested annually. It was suggested that cool rooms be tested ahead of prac classes this year as well as a sampling of equipment from research labs, this will reduce prac class testing to every second year. There are now four staff members in the Department who are trained in electrical testing.

Compressed air regulator – it has been noted that another regular has exploded in the last three to four weeks. P&B have confirmed that taps are to be replaced as quickly as possible. Regulators located in

offices will be shut off and those that are located in Labs will be replaced, it was also noted to P&B that despite many requests the compressed air

5. Minutes from Faculty EHS and University OHS Committees

Congratulations were extended to Chris Bramich for being elected to the Faculty EHS Committee.

University EHS Reps Meeting

P&B management of maintenance is of concern. There is an extremely large backlog of work yet to be carried out.

Cleaning – the University has one of the lowest costs per square metre for cleaning as compared to other Universities. All requests for cleaning should be made known to the building supervisor and Department Manager. A priority listing of what needs to be done should be maintained.

Grattan Street crossing – this is of ongoing concern to the University. Representatives from P&B are working with the Melbourne City Council and VicRoads to address this problem.

Faculty SafetyMAP Meeting

Schedule for internal audits – this Department will not be part of the next audit due to our non-conformances in the last audit.

Faculty EHS Meeting

Safe work procedures programs will be put into place. Review supervisor responsibilities and training for compliancy based procedures. and postgraduate training programs re EHS issues. Faculty wide training and information programs related to biosafety training for lab based departments to implement inventories.

Material Safety Data Sheets (MSDS) – on line facilities are yet to be successfully completed. Prac classes should continue to have the hard copy available. Contents of inventories need to be known. Section 1.04 of the EHS manual Chemical Management – will detail what is required in such inventories.

Alison Hunt-Sturman advised she would be available to assist any labs which require assistance in determining inventory requirements etc. Inventory management will continue to be an issue. Any new chemicals acquired by labs should be added to the bottom of inventory lists within labs.

It was noted that product information sheets should also be included in hard copy within lab folders.

6. Web Page

A safety web page is now on line for the Department. Updated information will be loaded shortly.

7. Training

Gas cylinder training scheduled for Wednesday 23 March. The training needs analysis for the Department will be circulated shortly to all staff. Some EHS training was included in the Staff Development 2005 book. Every staff member should undertake some related EHS training. For

example, those who undertake any manual handling within their job should do the related manual handling training. EHS for supervisors is also important for staff in a supervisory role.

8. Safety Budget

A new radiation monitor is about to be purchased for the Department. Ergonomic furniture requirements are yet to be determined. Chris Bramich and Karin Diamond will undertake an assessment within the next week or so.

9. Cyclic Events 2005

To be issued later this week for checking.

10. Environmental Management

A new EHS information board is now on display in the staff tea room. A new "green box" is now available in the mail room for disposal of used batteries. The use of recycle paper for the photocopier is being investigated. It was noted that previously this would void the Xerox warranty.

11. Meeting Dates 2005

To be re-circulated later in the week. At present, dates for the remainder of the year are:

8 June

6 September

7 December

12. Other Business

A recent waste collection day resulted in a needle stick injury to a member of the Risk Management Office from a paper wet waste bag containing radioactive waste. This incident is totally unacceptable, and under no circumstances are sharps of any kind to be put in soft packaging, sharps should only ever be disposed of in sharps containers and

Mr Steve Guggenheimer will be completing a full investigation of the incident that will involve a review of all of the Departments radiation procedures, his findings will be reported to WorkCover who may or may not visit as a result.. The report will also be attached to an incident report for tabling at this Committee's next meeting.

Alan Lambell is taking on the role of radiation safety officer but requires training before undertaking responsibility for this role. Until the training is undertaken, Steve Guggenheimer will be the interim radiation officer for the Department.

Actions (including outstanding)	By
Radiation inspection reports	Dr Graham Barrett
Web Page update	Chris Bramich
Meeting Dates	Chris Bramich
Circulate Cyclic Events checklist 2005	Chris Bramich
Review waste disposal procedures for the Department	Chris Bramich
Review of Radiation procedures within the Department	Chris Bramich, Mr Steve Guggenheimer

Next meeting date 2005

The next scheduled meeting is 8 June 2005.

Meeting closed 12.25 pm

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)	
Departmental Environmental Health & Safety Files (hard copy)	

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