

**DEPARTMENT OF PHYSIOLOGY
EH&S MEETING 18 OCTOBER 2005**

A meeting of the Departmental Environmental and Safety Committee was held on Tuesday 18 October 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), Dr Andrew Seibel (Research Rep), Ms Alison Hunt-Sturman (Faculty EHS Officer), Ms Karin Diamond (Department Manager).

Apologies: Ms Cara Busst (Postgrad Rep)

Chris Bramich advised that Kate Nowell has resigned from the Department therefore her position as "General Staff rep" and "Environment rep" positions are now vacant. An email seeking show of interest in this / these positions will be sent out shortly. The Environment rep position is really linked to initiatives in the workplace. It was noted that paper wastage is becoming an issue. Chris extended thanks to Kate for her contribution to the EHS Committee.

1. Minutes of previous meeting and matters arising

The Departmental safety webpage is ongoing. Lab inspections are continuing.

2. Accident / Incident reports

A staff member reported that a light covering in the King Theatre fell onto seats.

Alison Hunt-Sturman advised she received monthly reports on Faculty issues.

An Honours student injecting a rat, tried to recap the syringe and missed, stabbing herself. Correct action was advised to the student.

A student drank alcohol at 2.30pm and began to feel dizzy 2 hours later. It appears the student had not eaten beforehand. Three instances of this nature have previously been reported. This is part of a prac but students are meant to have eaten a meal beforehand.

A student handling a toad when some fluid squirted onto the face of the student. The technique is being reviewed.

A student measuring BP accidentally knocked the sphygmomanometer and mercury spilt from the equipment. There was no injury to report.

Staff member helping with the delivery of a large item from the basement – the equipment was being moved into the lift when the staff member's hand was caught between the equipment and the lift door. Appropriate direction was given to the staff member about not undertaking some manual handling again. The option regarding seeking assistance with the moving of large items within the building was discussed. Such information should be posted on the Department's intranet website.

Also new information needs to be incorporated into the Department's Handbook for new employees.

3. Monitoring Reports

No high doses.

4. Correspondence sent or received

Electrical testing – a contractor has been chosen. Information related to the coordination of testing is being circulated. This issue has been finalised following many concerns, training issues, and the fact that University non conformances were recorded in a recent audit. Times for when the contractor is on site need to be known.

5. Minutes from Faculty EHS and University OHS Committees

Electrical testing contract was the main issue of discussion. OHS training for senior staff supervisors – attendance has been poor across the Faculty but steps will be taken to improve this situation. Every three years supervisory staff need to attend these sessions.

Update of legislation re radiation – this will be managed by Steve Guggenheimer. Strict supervision will be required. Training and records will be an issue.

Pressure vessels WorkSafe visits being conducted, these are ongoing across campus.

The issue of storage space in the basement is currently being discussed. The issue of waste collections was also discussed as there are security implications, and a suitable locked area is being sought..

6. Waste Removal

All waste within the Department was being disposed of appropriately according to EHS rules and regs. The log books must be completed and all waste documented. This is especially important for radiation and chemical waste.

Departmental Handbook – information re waste disposal etc and procedures to be included.

7. Radiation Safety

Previously discussed. Radiation safety is to be a regular agenda item due to ongoing issues. Steve Guggenheimer has been assisting some of our labs with procedures.

8. Web Page

Ongoing item as the webpage continues to be revisited and updated progressively, as required.

9. Internal Inspections

Alan Lambell will be doing radiation inspections with Trudy Harris from Pharmacology shortly. Once classes have been completed, inspections will be underway. Chris will be continuing general lab inspections which are ongoing. Cross testing from lab to lab will be recommended next year for one of the scheduled inspections.

10. Safety Budget

All requests were discussed and decisions will be released in the budget shortly. The safety budget is currently allowing for ergonomic furniture to be purchased where required.

14. Environmental Management

A document regarding Ethidium bromide vs Sybr Safe was tabled. Some money is available through the Environment Office to fund the swapping of one chemical for another. Each lab will be asked to trial the alternative chemical. An exercise in educating labs on the difference (advantages versus disadvantages) was discussed.

15. Other Business

Re personal security, an incident occurred recently in the car park at 766 Elizabeth Street. A University staff member was approached by an unknown person carrying a clipboard.

Re unauthorised access – a person with key access was found in a Level 5 lab office. This person was approached by a student who actually talked the person out. The issue of key access and who gets access to particular rooms continues to be an issue.

Re quick access to security staff – when a call is placed to University security, it has become apparent that a lot of time is lost as security staff are located across the opposite side of the campus.

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

Next meeting : December 2005 (date to be determined).

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)	
Departmental Environmental Health & Safety Files (hard copy)	

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