



THE UNIVERSITY OF  
MELBOURNE

# Department of Physiology EHS Meeting

17 December 2007

3.00pm

Conference Room

<b>Chair:</b>	Chris Bramich
<b>Attendees:</b>	Dr Glenn McConell, Ms Kathryn Marks, Ms Karin Diamond, Dr Andrew Allen,
<b>Apologies:</b>	Dr Andrew Siebel, Mr Alan Lambell, Ms Alison Hunt-Sturman.
<b>Note Taker:</b>	Lesley Robinson

## 1. Minutes of previous Meeting

Minutes accepted.

Conclusions:

Action items:

Person responsible:

Deadline:

## 2. Accident / Incident Reports

A staff member visited the basement to do a safety check. A large dust cloud was filling the basement and caused breathing difficulties. The staff member attended the Health Centre and was cleared after a lung function test.

A staff member entered a room to do check some maintenance issues. Whilst entering one section a door slammed causing injury to a finger. Treated with ice only.

Conclusions:

Action items:

Person responsible:

Deadline:

## 3. Monitoring and Radiation Reports

Low levels only recorded. Jim Pringle has prepared three Perspex glass boxes. The current paper wet waste bags will soon be replaced with clear polythene bags.

Conclusions:

Action items:

Person responsible:

Deadline:

## 4. Correspondence

The Faculty has announced a contract for autoclave maintenance. It will be substantially cheaper than currently paid.

Email received regarding an incident report which is an issue that WorkSafe is looking at. This relates to timelines for rectifications being put into place after an incident and that notification is happening in a timely manner of notifiable incidents. The Themis incident reporting system has been improved, and all incident should be reported by this system, this will require supervisors to sign off on incidents that occur

in these areas. Reports will be accessible by Department Managers and Safety Officers. Supervisors are obliged to submit copy of incident reports to the Department Manager and Safety Officer. It was noted that students cannot access the Themis incident report on line, and will need to submit through their supervisor.

Conclusions:

Action items:

Person responsible:

Deadline:

#### 5. Minutes of Faculty EHS and University OHS Committee Meetings

In 2008 a number of the Faculty based safety training sessions will be online, details will follow.

Conclusions:

Action items:

Person responsible:

Deadline:

#### 6. Internal Audit

The official report has been received. There were no non-conformances and no request corrections. The main issue is that we have not quite met all training needs. Supervisor training is still outstanding. For example supervisor training for EHS (staff and students). A request was made to table the current listing of training attendees.

The next internal audit dates will be released in the New Year. The audit will be scheduled for approximately September 2008.

Conclusions:

Action items:

Person responsible:

Deadline:

#### 7. Chemical Inventories

There has been a few issues with ChemWatch. Half of our inventory is yet to be uploaded. A recent meeting with ChemWatch was held to determine the reason for the delay. This is a University wide problem. MSDS are still available for use.

Conclusions:

Action items:

Person responsible:

Deadline:

#### 8. Web Page

Chris Bramich has been working on updating the web page. Suggestions have been sought.

Conclusions:

Action items:

Person responsible:

Deadline:

#### 9. Environment Management

University wide initiatives are slowly being introduced. Collection of computer toner cartridges has been inspired. Physiology already participates in this program. Recycled paper is being promoted. A new

polystyrene compactus is to be installed. All items should be delivered to the compactus for disposal. A composting bucket has been suggested but disposal of perishable contents cannot be made on University grounds. Such a facility would require monitoring by a responsible staff member. The idea was noted.

Large chemical containers are available but are not recommended for chemical storage. 20 litre containers are too big for this use.

Greenpower – sensors are proposed for areas where lighting is not turned off. A 20 minute timeline is assumed to be the idea.

Conclusions:

Action items:	Person responsible:	Deadline:

#### 10. Security

Christine Hofsteter has emailed Chris Bramich regarding a couple of incidents over the last couple of months where unknown people had entered her office unannounced and walked around her desk. They had no business in the office. It was noted that rooms off the ground floor corridor are often open. All offices should be closed and locked after hours. It was suggested that the ground floor Student Computer Lab have after hours access only via the external northern entry. Panic buttons have been suggested for offices on the ground floor occupied by staff, with connection to Security. The side door to the north wing locks at 5.30pm. The corridor door locks at 6pm.

Conclusions:

Action items:	Person responsible:	Deadline:

#### 11. Other Business

Bottle recycling bins are required. Signage needs improving and will be followed up in early 2008.

Conclusions:

Action items:	Person responsible:	Deadline:

#### 12. Meeting Dates and Times

To be advised.

Meeting Closed: 3.50pm