



THE UNIVERSITY OF
MELBOURNE

Department of Physiology EHS Meeting

31 May 2007

10.00am

Conference Room N215

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

1. Minutes of previous Meeting

Minutes accepted.

Conclusions:

Action items:

Person responsible:

Deadline:

2. Accident / Incident Reports

Two reports were reported. A staff member was pithing toads and was squirted in the eye by toad poison. The staff member attended Student Health and was treated with eye drops. Eye protection will be worn from now on. The requirement to introduce eye protection into pracs for students will be considered.

Cigarette smoke has again been coming into the Level 1 workshop via the ventilation ducts. Signage was installed outside the building a number of years ago and is occasionally ignored.

It is expected that there are other incidents reported in Themis but no documentation is on hand. Staff have been advised to use paper copies of the Incident Report. Themis will print a copy of any online incident. Supervisors should copy to the EHS officer or Department Manager.

Alison Hunt-Sturman reported on recent incidents related to hoods and exposure to UV light. Old steel hoods need checking for when UV light does not switch off.

Conclusions:

Action items:

Person responsible:

Deadline:

3. Monitoring and Radiation Reports

Alan Lambell was pleased to inform the committee that radiation dose reports registered low levels of exposure that were all within acceptable limits. He commended staff for their adherence to safe lab procedures and stressed that personnel requiring monitoring must always wear a TLD badge to enable accurate information.

Alan reported he had provided Steve Guggenheimer with a register of the Department's unsealed radiation sources. Information provided included source type, activity, location and supplier. A central radiation register is now a licensing requirement for the university.

Alan also noted that Glen McConell's P-32 procedures area is in the process of being relocated and that he would be checking the new location to ensure OH&S compliance.

Conclusions:

Action items:	Person responsible:	Deadline:

4. Correspondence

Emails have been received regarding emergency evacuations, especially the first one which was a trial. There were a number of concerns regarding how the evacuation was handled as it was a multi building exercise. The EHS Unit representatives advised staff to re-enter buildings even though the Medical Building had not been cleared and sirens were still sounding. One of the key issues was that the multi building exercise meant that a lot of staff and students evacuated to one area. It is considered more appropriate for BECs or their deputies to give advice re returning to buildings rather than EHS Unit representatives.

During the week there had also been a false alarm where the alarm sounded during testing and had not been isolated, then stopped. It was not necessary to evacuate, the BEC will usually investigate and identify any problems. If an evacuation is required then the warning will be given. It was noted that the call out of emergency vehicles cost the University \$1500 per unit.

It was noted that the western access door in the foyer was a manual opening door and that it added to congestion in the foyer. The University emergency controller is looking into getting it replaced with automatic doors like the other exits. Barricade tape will be supplied to tape off doors once the building has been vacated during an emergency.

Conclusions:

Action items:	Person responsible:	Deadline:

5. Minutes of Faculty EHS and University OHS Committee Meetings

THE University is currently updating the EHS Manual, staff should visit the EHS units web page regularly to view changes. <http://www.pb.unimelb.edu.au/ehs/ehs/ehsm.php3>

External audits; there were seven departments within the Faculty participating, and only four minor issues were picked up and have all been addressed. Another certification audit is scheduled for September this year, participating departments have already been chosen.

Conclusions:

Action items:	Person responsible:	Deadline:

6. Internal Audit

The recent SafetyMap maintenance meeting discussed the internal audit plans for 2007. In previous years it has been primarily a documentation audit, this year it will be more about the processes within labs, looking at processes and training, from the very start from risk assessments to the end where it is closed out. All Departments should have documentation up to date, auditors are giving departments some leeway as to sections that they visit. Some equipment or processes where there are high or medium risk may be checked. Risk assessments and safe work procedures will also be checked. PPE checking will also be done.

Chris Bramich advised he would be visiting labs during the next week or so to see how they are progressing with their preparation for the audit. There are some areas in labs which need checking, including poor labeling of waste containers, storage of large volumes of dangerous goods, etc. Containers from the Chemistry Store should be purchased at smaller sizes. Smaller containers are better for manual handling. Waste container labels should be used for all waste and be applicable to the type of waste. Jam jars etc should not be used for waste. Drink containers should also not be used for holding consumables Containers which can be identified as food containers cannot be used within Laboratories.

Conclusions:

Action items:	Person responsible:	Deadline:

7. Health and Safety Rep Vacancy

This position is still vacant. Notices will continue to be posted.

Conclusions:

Action items:	Person responsible:	Deadline:

8. Web Page

Nil to report

Conclusions:

Action items:	Person responsible:	Deadline:

9. Training

An email has been received asking about whether email communication can be better aimed at only those who need to attend specific training. It was noted that this is difficult to achieve due to the large number of staff and student in the Department. Training Needs Analysis documents are circulated to labs and used as check sheets to monitor training needs. Chris Bramich gave an overview of the Training Needs Analysis documentation and how the record keeping works.

Conclusions:		
Action items:	Person responsible:	Deadline:

10. Environmental Management

Dr Glenn McConell reported that 84 laminated sheets containing hints and tips have been posted around Departmental labs. The tour of the Visy plant in Heidelberg is scheduled for the end of June. Several staff members will be attending. "Turn Off Lights" stickers were recently acquired from the South Australian Government and have been posted next to light switches in offices and labs.

Prof Peter McPhee has directed Departments to ensure that study guides and other printed teaching materials are printed double sided and have print reduced from double spaced to 1.5 spacing. Also that recycled paper usage should be a priority.

Green practices – "Tip of the Month" emails will be circulated to promote "green" work practices. A one page environmental best practice document has been suggested for inclusion in Departmental induction kits. The Environment Office has emailed Departments asking for the amount of recycled paper used. 60% of all paper used by Physiology is recycled. It was noted that recycled toner cartridges have been used in the Department for many years.

Conclusions:		
Action items:	Person responsible:	Deadline:

11. Security

It was noted that Ashleigh Carr, the Building Supervisor, recently conducted a tour of all Departments within the Medical Building. He has reported to Department Managers that during his walk he noticed many areas where personal items, lap tops etc were left in open offices. These items could have been stolen. Therefore Department Managers were asked to bring this to the notice of all staff and students to ensure they are vigilant regarding property.

Conclusions:		
Action items:	Person responsible:	Deadline:

12. Other Business

A request has been made to determine the Department's policy on the payment or not of flu shots for staff and students. It was noted that it is University and Student Health policy that staff have the opportunity to be inoculated. The issue of who pays is to be raised at the next Department Committee meeting. The issue has previously been included in an edition of Staff News.

Conclusions:		
Action items:	Person responsible:	Deadline:

13. Meeting Dates and Times

13 August – which is one week after the internal audit.

Meeting Closed: 11.05am.