



THE UNIVERSITY OF
MELBOURNE

Department of Physiology EHS Meeting

17 October 2007
4.00pm
Level 4 Prac Lab.

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

1. Minutes of previous Meeting

Minutes accepted.

Conclusions:

Action items:

Person responsible:

Deadline:

2. Accident / Incident Reports

Karin Diamond reported that all incident reports not lodged in Themis have been passed to John Carmichael. They have been now been loaded into Themis. She reported she is now required to confirm all reports in Themis. The difficulty in administering these reports was explained.

Karin also reported on a recent meeting of Managers where the Medical Building basement was discussed. All relevant issues of concern will be investigated and handled as a matter of urgency. Better management of the basement is required. Peter Ellinson has responsibility for the first three months.

Conclusions:

Action items:

Person responsible:

Deadline:

3. Monitoring and Radiation Reports

No high doses were recorded for the past three months. Jim Pringle is currently constructing perspex storage boxes for containing radiation sources and waste. Karin Diamond will give a cost per item email to Alison Hunt-Sturman after discussing all issues with Jim Pringle as a possible service to other departments..

A new radiation monitor will be purchased from this year's budget.

Conclusions:

Action items:

Person responsible:

Deadline:

4. Correspondence

Chris Bramich has emailed all staff about budget issues for next year. Two emails have been received in response. Chairs will be replaced where required from the safety budget.

Conclusions:		
Action items:	Person responsible:	Deadline:
5. Minutes of Faculty EHS and University OHS Committee Meetings		
<p>New Health & Safety regulations have been released. They should not effect this Department. Workplaces have to consult Health & Safety representatives on all matters where practicable before information is passed on to staff. In the absence of a Health & Safety representative, prior notice to the EHS Committee will suffice.</p>		
Conclusions:		
Action items:	Person responsible:	Deadline:
6. Internal Audit		
<p>The Department did well in the audit. The auditor commented on a remarkable improvement since last year when the department did not do so well. Chris reported that he has selected three labs for audit next year and will be speaking to them shortly and will assist in making sure they are ready. These labs have not previously</p> <p>The Bornstein lab was audited and staff/students were able to explain whole processes as well as show supporting documentation. Hazards were understood and were easily explained.</p> <p>The workshop was also audited. There were no major issues. Some liquids are held in store and need to be reduced in number. A clear out of chemicals is to be arranged. Thanks was extended to Kathryn Marks and Jim Pringle for their participation in the audit.</p>		
Conclusions:		
Action items:	Person responsible:	Deadline:
7. Workplace Inspections		
<p>Chris Bramich reported on time constraints of performing the required number of inspections each year, and that he would implement a new process in 2008 where Labs would perform two of the inspections themselves, one of these would be on another lab group and the other would be of their own lab. This was seen as a good idea, .Chris will still be doing other inspections of labs throughout the year.</p> <p>Labs will be doing one more inspection of their own lab this year.</p>		
Conclusions:		
Action items:	Person responsible:	Deadline:
8. Chemical Inventories		
<p>Chris Bramich reported he is about to send out inventories to labs for updating. Some areas have moved so updating is required.</p>		
Conclusions:		
Action items:	Person responsible:	Deadline:

9. Web Page		
Chris Bramich will be doing a total revamp of the safety website shortly.		
Conclusions:		
Action items:	Person responsible:	Deadline:
10. Environmental Management		
Dr Glenn McConell advised that there is a push to use 100% recycled paper within the University. Currently usage is only at 5%.		
An Environment group meeting is scheduled for next week. Dr McConell will be attending. Another Environment Management meeting is to be scheduled shortly. A “Visy” tour was held recently.		
Conclusions:		
Action items:	Person responsible:	Deadline:
11. Security		
Nil.		
Conclusions:		
Action items:	Person responsible:	Deadline:
12. Other Business		
Karin Diamond reported on a recent Faculty Planning Meeting. Discussion centered on the idea of establishing clusters of Departments within the Faculty. The Medical Building plus the Microbiology building will be called the triradiate cluster, discussion concerned the management of EHS within the this cluster and whether a centralized management of EHS would work.		
Conclusions:		
Action items:	Person responsible:	Deadline:
13. Meeting Dates and Times		
3 December 2007 – 3.30pm.		
Meeting Closed: 4.50pm.		