1. Welcome
   *Welcome*: to Norman Pearson as the committee’s new Chair
   *Representing for*: Alamgir Kahan is Leon McQuade for APAF

2. Apologies: - Nathan Daczko, Alamgir Khan & Michael Batanin, Karl Lukezic, Rekha Joshi, Imtiaz Bhayat and Wendy Tao

3. Review previous minutes and matters arising:
   There were no matters arising from previous minutes. JM noted that a Management Rep must be present at WH&S meetings.

   *Action Points updated*
   - Committee Members present have ensured WHS item is on their department meeting’s agenda.
   - LH – no swipe card access to level 3 this fire stairs, no access to level 2 fire stairs.
   - Building warden for E6A – JM reported that ECO training for E6A will be held on 12 May. When the group get together they can nominate the Building warden from that team.

   **ACTION:** Len to follow up with Property & Security regarding access to level 2&3 fire stairs and to confirm that doors are automatically realised on alarm – open during emergency only.

   **ACTION:** Once all buildings have run through their Emergency Control Organisation Training, NB to contact each Building Warden and collate names of Building Wardens, Floor Wardens and First Aiders and submit to Rick Minter with follow up contact.

4. Department safety committee representative reports (if any):
   **CHIROPRACTIC** – Report Attached (Attachment 1)
   Issues raised:
   - Eastern Road pedestrian crossing, drivers don’t recognise the pedestrian crossing. MH Boom gates will be going up.
   - All building & road requests to go through Ron Claassens (Buildings and Facilities Service Desk). If issue not resolved get back to Ron and he will contact property to find out status of job.

   **APAF** – Report attached (Attachment 2)
   Issues raised:
   - For update on replacement gas regulator, contact Ron who will follow up with property.
   - Installation of glass window on a fire exit door. This is a safety issue therefore, put request through to Ron who will forward to property.
   - E7B meeting place is too close to building.
**PHYSICS & ASTRONOMY** – Report attached (Attachment 3)

Issues raised:
- Hazard sign frames order through METS 2 years ago, still waiting for installation. To follow up with Karl/Walter.
- Updated monitor is required for room/s containing nitrogen. A hand-held oxygen monitor and Self-Contained Breathing Apparatus should be purchased and held in central location for emergency situations when alarm sounds. Property should be able to support purchase of this safety equipment.

**COMPUTING**

Issues raised:
- There is a need for more fire wardens.

This should be discussed Emergency Control Organisation Training.

**BIOLOGY** – Report attached (Attachment 4)

**EPS** – Report attached (Attachment 5)

**STATS** – Report attached (Attachment 6)

**Tech Team Working Group** – Report attached (Attachment 7)

5. Health and Safety Coordinator report (Inspections)

6. Update re Workplace Inspections

JM report on points 5 & 6 – report received from Michael Carley

Incidents etc – 1/1/2014 to 28/4/2014
- Concerning & Threatening Behaviours report x1
- First Aid reports x1
- Physics & Astronomy (chest pains) x1

Hazard reports x4
- Chemistry & Bio-molecular - Water on floor due to blocked drain
- Chemistry & Bio-molecular - Burn to hair due to inappropriate use of Bunsen burner
- Physics & Astronomy – Maintenance work being undertaken without proper consultation and induction by contractors
- Biology – Staff member locked in lab due to door handle being broken

Injury reports x4
- Biology – manual handling
- Biology – acid burn
- Chemistry & Bio-molecular – cut due to broken glass-wear
- Chemistry & Bio-molecular – burn due to in-appropriate use of Bunsen burner

7. Other Business

JM: Old forms are being used eg, Safe Operating Practices Forms, which is a result of not going through the correct procedures.
- Check correct forms on website
- Forms need to be verified before being sent out
- Send to Michael Carley not Property, forms must be approved by Michael.

CR: Inspections have highlighted the lack of clerical documentation eg, Windex next to whiteboard. JM will assist CR with documentation.

SL: - Nine inspections have been completed, 10 more to go.
- Rekha is no longer First Aid Officer and is to be taken off lists, apparently Rekha’s name seen on Biology, Computing and Chiro lists.
- Compressed gas ordering process bypasses the chemical compliance process. JM to amend gas ordering form to include requirement for Chemical Compliance declaration form. Security risk of delivered gases being left in unsecure area – JM to look into gas bottle cages.

ACTION: JM look into securing delivered gas bottles into locked cages.
SL: Ongoing issue with cleanliness of men’s bathrooms in E6B, have been trying for 3 months to get additional cleaning. All cleaning issues to go through Ron (Buildings and Facilities website).

Meetings for 2014 will be held on:
Thursday 14 August, 11:00-1:00, in E6A202
Thursday 30 October, 11:00-1:00, in E6A202

The meeting closed at 12:15pm.
<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Action to</th>
<th>Item</th>
<th>Date completed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/2/2014</td>
<td>Committee Members</td>
<td>WHS Representatives need to ensure that WHS is an item agenda at their department meetings.</td>
<td>29/4/2014</td>
<td>Committee Members present have ensured WHS item is on their department meeting’s agenda.</td>
</tr>
<tr>
<td>6/2/2014</td>
<td>KL</td>
<td>KL to follow up with Rick Minter on fire doors to ensure free movement between buildings</td>
<td>12/2/2014</td>
<td>Issues regarding access between buildings E5A &amp; E5B has been resolved and there is now free access between E5A &amp; E5B on levels 1 &amp; 2 between 7am &amp; 5pm Mon-Fri. At other times staff have swipe access between the buildings per their normal access time restrictions.</td>
</tr>
<tr>
<td>6/2/2014</td>
<td></td>
<td>No building Warden for E6A.</td>
<td></td>
<td>Will confirm at Emergency Control Organisation Training being held on May 12.</td>
</tr>
<tr>
<td>29/4/2014</td>
<td>LH</td>
<td>Follow up with Property &amp; Security regarding fire stairs on levels 2&amp;3 of E6A confirm that doors are automatically realised on alarm – open during emergency only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29/4/2014</td>
<td>NB</td>
<td>Contact Building Wardens and collate list of Building Wardens, Floor Wardens and First Aiders and submit to Rick Minter.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29/4/2014</td>
<td>JM</td>
<td>Look into securing delivered gas bottles into locked cages</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Lab inspections have been completed; Summary report to be provided when inspection reports are submitted.
   a. Still waiting for floor power outlet covers
   b. Developing necessary WHS manuals and signage

2. Majority of office inspections completed; Summary report to be provided

3. Clinic inspections to be performed later this month.

4. Concerns raised by staff:
   a. Road crossing between E5A and E6A; cars pass too quickly
   b. Staff of the Faculty of Science receive run-around from University Departments
   c. Poor tracking of work requests
      i. Example; lifting carpet tiles presenting trip hazards
Minutes of quarterly APAF’s WHS committee meeting

Date: 16/04/2014
Time: 2:30pm (in the F7B level 4 conference room)
Attendees: Leon McQuade, Matt Fitzhenry, Joan Krahe and Alamgir Khan
Minutes: Alamgir Khan

Matters raised/discussed:
   1. Dr. Leon McQuade to attend the next FoS WHS meetings (29th April) as Alamgir Khan will be travelling at this time.
   2. Spill kits need to upgrade for both F7B L4 labs and also for E8C 326 lab. AK to organise by 31st May 2014.
   3. Mid-year lab inspection is due in early July (APAF WHS committee).
   4. Installation of glass window on a fire exit door. Would it breach the law? Feedback required.
   5. Gas regulator replacement by Property for all the floors in F7B. Any update?
   6. E8C-324 WHS issue and refurbishment request. In brief:
      -service request submitted for refurbishment and property has completed initial design, now need to prioritize this project for funding (Imtiaz and Karl).
      -WHS issues identified by the property – all issues were discussed in the meeting. Lab will remain open and functional until funding is available for refurbishment. Interim measures have taken place – some WHS issues have been rectified. Conducted another lab inspection by Lachlan McPhail, Jenny Minard, Marita Holley and Alamgir Khan and identified some minor issues (inspection report will be sent to Imtiaz at a later date).

Meeting finished at 3:00 pm
Next meeting: 26th June 2014 at 2 pm.
1. Belated report of an incident in January. Property penetrated into a laser lab without notification or consultation. Breaches on both sides, in particular Property is looking at their procedures for penetration approval and Physics is ensuring hazard signage is on all lab doors.

2. Following on from the above, we are still waiting for hazard sign frames to be installed on our lab doors. (I sent the list to Walter ~2 years ago.)

3. We are concerned that the compressed gas ordering process bypasses the chemical compliance process and that this serious issue has become lost in the discussion about management of the dangers of compressed gases. We suggest that a query be added to the gas requisition form as to whether the gas is a hazardous chemical or not, and that if it is hazardous a chemical compliance form is required.

4. I attach a report on an investigation I have been carrying out on appropriate procedures WRT rooms with atmospheric monitoring.
Minutes
Biological Sciences WH&S Committee
22\textsuperscript{nd} April 2014

Present: Marita Holley, Maria Castillo-Pando, Michael Strack.
Apologies: Muhammed Masood, Liette Vandine, Leanne Armand.

1. Business arising from previous minutes (3\textsuperscript{rd} February 2014)
   MS: GHS Solution label template that is in Excel format can be used with Avery labels.
   Action item: MH & MS to meet with Jenny Minard to confirm that all GHS labelling requirements have been addressed with this template.

2. Update on Office WHS inspections
   MCP: Hill only 2 office inspections outstanding.
   MH: Biology East 35 office inspections outstanding.

3. Update on Lab WHS Inspections
   MH: Three research lab WHS inspections have been completed. All were really good.

4. Update on Safety in September
   Plan for safety week is almost finalized. Goal is to have all activities confirmed by end of May.

5. Any other Business
   NIL

Meeting closed at 10.50am.
1. Medical emergency on campus on 4 April involving a staff member. No follow-up action required.

2. The issue of the locked fire doors between E5A and E5B during working hours has been resolved.

3. Issue of cigarette smoke from smoking area outside Globe Cafe entering air supply to E5B raised with Michael Carley.

4. Discussion at Dept meeting regarding out-of-hours access to labs and issuing of keys.

Associate Professor Norman Pearson
Attachment 6:

WHS Report Statistics – April 2014
1. No incidents to report.
2. FBE have installed a first aid kit and improved signage for the floor.
3. Two area wardens from Statistics attended Emergency Control Organisation together with FBE.
4. Will be performing office inspections in July when everyone has more time available.

Attachment 7:

WHS Committee Meeting

Biology/CBMS/Chiropractic Teaching (BCCT) Technical Team Workgroup Report – April 2014

1. Office inspections (self assessment checklist) are completed by technical staffs in building E7B & E8A.
2. Laboratory inspections to be conducted for E7B, E8A & F7B teaching laboratories in May/June.
3. GHS chemical labelling compliance:
   Started the process of replacing chemical labels to comply with GHS requirements. CBMS teaching laboratories (E7B level 3, north side) to be completed by Dec 2014 and south side to be completed by Dec 2015 (one year ahead of deadline).

Mark Tran
HSR BCCT Technical Team Workgroup