Present: Simon George (Chair) Jenny Minard, Imtiaz Bhayat, Michael Batanin, Len Hamey, Karl Lukezic, Marita Holley, Norman Pearson, Russell Field, Sibba Gudlaugsdottir, Mark Tran, Rekha Joshi, Andy Holmes, Roger Engel (representing Chiro) and Nanette Bertoldo.

Apologies: - Nathan Daczko, Curtis Rigney, Alamgir Khan, Regina Dunford

1. Welcome – Introductions

2. New chair of the committee: Professor Simon George
   Deputy Chair elected: Jenny Minard
   New Policy and Procedures: A new University policy will be available by next meeting for discussion.

3. Confirm membership of committee in 2013: All attending attendees confirmed their continuation with the committee. Len Hamey will be on OSP for semester 1, a representative will attend for Computing (TBA)

   ACTION: Confirm with absent attendees at next meeting if they intent to continue. Any nominations to be requested from those not must be elected.

Confirmed dates and times for 2013 meetings: Thursday 2nd May
   Wednesday 7th August
   Tuesday 5th November.

This page duplicates information on the university WHS web page, and should be replaced by that website, with a link from the FoS area. Suggestions were made that on the University WHS site there is a tab that is related to signify Science, as Science has specific areas of WHS. Each department can have their own WHS site with links to the University’s WHS page.

4. Nominations for position of FoS Rep on University WHS Committee: Nominations to be requested from FoS offices. Nominee must be elected.
5. Review previous minutes and matters arising.

**Chiropractic:** Need to follow up on last meetings ‘Action’ regarding need for sharp pens in technical labs.

**Physics:** Gas & Safety Officer, a meeting and communication required to decide what this role will entail and what safety advice to give to those who use gases. Michael has provided a statement of duties. KL advises that the concerns for whoever takes on role are still valid. Property is responsible for seeking advice from outside representatives in regards to gas safety. There is no clear training program for ‘Gas Safety Officer’. KL is working closely with property on insulation etc. An effort has been made to flag issues and address the need for formal processes.

**Fire Wardens:** Names to be given to AH for Fire Wardens in E5A/E5B. Nominees need to complete training and know their responsibilities. There have been previous fire incidents where lecturers and visiting lecturers have not known what to do, where fire signs are etc. Training is also required for the all lecturers and visitors. NP Fire wardens are not always in their offices. Security officers not taking on responsibility of ensuring everyone out of buildings, that no one re-enters. AH This is valid observation and is frustrating, we can only so much. There will be improvements.

**1st Aid Officers:** All Chiro staff have 1st Aid Certificates.

**ACTION:** Discuss with HoD EPS & Chiro, who are main users of E5A/E5B to confirm building wardens and 1st Aid officers)

**ACTION:** How to deal with classes in generic teaching rooms.

**ACTION:** Property is responsible for putting up signs in all communal rooms.

**Equipment training:** EPS require training for equipment use. NP trying to organise training through METS with outside contractor.

**ACTION:** NP will follow up with METS

6. Department safety committee representative reports

**Statistics:** Nothing to report.

**Computing:** Nothing to report.

**Maths:** Nothing to report.

**Technical Staff:** Nothing to report.

**Biology:** Nothing to report.

**Earth and Planetary Sciences:** Nothing to report.

**Chiro:** Report submitted (Attachment 1).

**METS:** Report submitted (Attachment 2).

**CBMS:** Report submitted (Attachment 3).

**Env & Geo:** Report submitted (Attachment 4).
7. Health and Safety Coordinator report (Inspections)
AH Accident incidents are down. A Field Technician position will come into fruition in next couple of months. A meeting is scheduled within next week with Health & Safety unit which will cover risks for each faculty.

RF 1st Aid area courses required for remote areas (in field).
KL It also needs to be highlighted who is responsible for safety in different areas. Also with labs, many are shared and it is not clear who is responsible.

**ACTION:** Regarding research labs, a spread sheet required listing person responsible for safety of each lab.

8. Inspection summary report
October 2012 inspection completed. Summary report should be presented to the Dean through HoD’s.
AH 2-3 inspections a year should be completed. Any observations let Andy know.

9. Other Business
No other business

The meeting closed at 12:30.
<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Action to</th>
<th>Item</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>27/11/2012</td>
<td>Curtis Rigney</td>
<td>Finding alternatives of testing that Biohazard Risk Assessment and doors to labs labelled correctly in the use of sharp pins</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Andy Holmes</td>
<td>Need for Gas Safety Officer to be appointed. Currently with Michael Carley.</td>
<td></td>
</tr>
<tr>
<td>27/11/2012</td>
<td>Andy Holmes</td>
<td>To follow up with Mark Lackie (HOD EPS) in regard to Building and Floor wardens and 1st aid officers</td>
<td></td>
</tr>
<tr>
<td>27/11/2012</td>
<td>Kara Smith</td>
<td>following up with HODs their floor wardens for each floor. JM to follow up with AH &amp; Kara and then will give list to IB, IB to bring to the attention of the Dean and follow up any gaps.</td>
<td></td>
</tr>
<tr>
<td>27/11/2012</td>
<td>Andy Holmes</td>
<td>Need direction from AH regarding having asbestos on Uni register and what obligations are required to have it on campus. What are safety requirements for keeping naturally occurring asbestos on campus.</td>
<td></td>
</tr>
<tr>
<td>27/11/2012</td>
<td>Karl Lukezic</td>
<td>follow up and advise on E5a air-conditioning in teaching spaces. Windows in building can be opened but equipment (microscopes) get covered in dust. Can ask for windows to be sealed but then can’t get temperature in rooms right.</td>
<td></td>
</tr>
<tr>
<td>6/2/2013</td>
<td>Simon George</td>
<td>Confirm with absent attendees at next meeting if they intent to continue</td>
<td></td>
</tr>
<tr>
<td>6/2/2013</td>
<td>Andy Holmes</td>
<td>Discuss with HoD EPS &amp; Chiro, who are main users of E5A/E5B to confirm building wardens and 1st Aid officers)</td>
<td></td>
</tr>
<tr>
<td>6/2/2013</td>
<td>Andy Holmes</td>
<td>How to deal with classes in generic teaching rooms.</td>
<td></td>
</tr>
<tr>
<td>6/2/2013</td>
<td>Property</td>
<td>Property is responsible for putting up signs in all community rooms.</td>
<td></td>
</tr>
<tr>
<td>6/2/2013</td>
<td>Norm Pearson</td>
<td>Follow up with METS on Equipment usage training</td>
<td></td>
</tr>
<tr>
<td>6/2/2013</td>
<td>Karl Lukezic</td>
<td>Regarding research labs, a spreadsheet required listing person responsible for safety of each lab.</td>
<td></td>
</tr>
</tbody>
</table>
Attachment 1:

WHS Committee Meeting
Department of Chiropractic Report

6 Feb 2013

1) Our WHS concerns related to clinics are being addressed.
2) There is a requirement for our clinic supervisors to be trained as fire wardens. This requirement is based on the situation where there is a different supervisor for each shift at each clinic. Therefore, each supervisor will need to be the fire warden during their shift. Perhaps a special mass training session could be arranged for the Department. Curtis Rigney also requires this training.
3) The Department will be going through a process of shuffling duties; after which, we can inform the committee of the individual that will be representing Department of Chiropractic.
Attachment 2:

WHS Committee Meeting 6 Feb 2013

METS Report

Large old machines found leaking oil onto floor.

Since the last report, new machines have arrived to replace existing older models. During the dismantling of the older machines, oil was found on the floor under where the machines had been.

This could not be cleaned up and so the floor in that section was replaced eliminating a slip hazard.
Recent hazard reporting has highlighted the fact that a lack of preplanning and documentation has the potential to cause harm.

A new PhD student required a high purity solvent, so set up a distillation process to distil 1-2L of methanol. She was confident in her ability to perform this task. An observer in the room at the time noticed and reported that she had placed the 2 L collection bottle on an upside down cardboard box standing on its rims. This would have collapsed when the bottle was full and the highly flammable methanol would have crashed to the floor. At the time a vacuum pump was operating on the floor below the still and the power board for the still was directly below the collecting bottle providing a possible ignition/spark source. On closer inspection of the apparatus, the observer noticed one of the water connections in need of secure clamp.

Purchasing HPLC graded solvents would eliminate the need to distil these solvents. This has been in practice for 12 months. For this event the solvents had run out. At the time the laboratory supervisor was on leave. There are no Safe Operating Procedures documented for this process.

Walk through inspections have been undertaken and more formal inspections will be conducted over the coming weeks.
Attachment 4:

WHS Committee Meeting 6 Feb 2013
Environment & Geography Report

Laboratory inspections completed pre Christmas and summary sent to Andy Holmes. Inspection Reports distributed to Lab Users/managers for action of items identified. 1st Aid Course reminders sent.

New fieldwork risk assessment, participant and site evaluation forms online from Macquarie University Work Health and Safety Unit to be used in 2013. Updated Environment and Geography Fieldwork form links and page to connect back to HR forms issued Jan 2013.