

Department of Medicine, AH/NH

Occupational Health, Safety & Environment Committee

Minutes of Meeting

22nd February, 2011

Present:

Susan Hisheh (Chair), Christian Rantzau, Helen Dedman, Trish Russell, Karey Cheong, Andrew Ellis, Heidi Ho, John Damiano, Sheila Patel, Zheng Ruan

Actions

<p>1. Apologies Daniela Sartor, Peter Wookey</p>	
<p>2. Minutes of Previous Meeting Approved</p>	
<p>3. Accidents & Incidents a. Cryostat blade cut Cut to finger occurred when putting new blade in cryostat. Unsure if incident report has been submitted.</p>	<p>Susan to follow up and ensure incident report submitted for investigation.</p>
<p>4. Reports from Other Safety Committees None to report.</p>	
<p>5. New and Revised Policies and Procedures a. Changes at Repat Christian is leaving Dept Medicine for position at Bio21. He was thanked for his hard work in lab and safety management.</p>	<p>Susan to advise Repat personnel of new procedures following Christian's departure.</p>
<p>b. Visitor/Contractor induction New procedure in place whereby all visitors/contractors to be inducted and informed of emergency exits, first aid kits etc as per form below: http://www.mdhs.unimelb.edu.au/files/mdhs/l4VisitorInductv6.pdf</p>	<p>All personnel to be aware of this requirement and use the form when required.</p>
<p>c. Return to service checklist Once items have been repaired/serviced, the service technician is required to sign off on repairs as per the form below: http://www.mdhs.unimelb.edu.au/files/mdhs/P7servicev2.pdf</p>	<p>All personnel to use this form after items have been repaired/serviced.</p>
<p>d. Post purchase checklist This form to be used for any item over \$5000, electrical items or specific safety items eg safety glasses –see below: http://www.mdhs.unimelb.edu.au/files/mdhs/P6postpurV1.pdf</p>	<p>All personnel to use this form as required.</p>
<p>e. Electrical items All newly purchased electrical items must be labelled with the date received.</p>	<p>All personnel to follow this procedure.</p>
<p>6. Environmental Issues a. Air conditioning – Repat Psych personnel from other end of building 129A have departed which means we can have more control of air con system and improve lab temperature.</p>	<p>Susan to request adjustment to 129A temperature as required.</p>
<p>7. Inspection Reports See attached. Significant improvements have been identified in some areas. Personnel to ensure that non-conformances are rectified and do not recur in consecutive inspections.</p>	<p>All personnel to rectify all non-conformances identified in lab inspections.</p>
<p>8. Emergency or Security Issues a. Fire drill - Austin Several evacuations have taken place and have worked well. No further action required at this stage.</p>	
<p>b. New Visitor information guides These have been relabelled with local information and distributed to all reception areas at Austin, Repat and Northern. Alison wants to design some for University Hospital sites.</p>	<p>Susan to distribute when these received.</p>

c. Building controller – Repat With Christian's departure, question of replacement building controller raised. Rebecca Sgambellone suggested as replacement.	Susan to follow up with Rebecca.
d. New wardens LTB7 With movement of current wardens to Neuro building, new wardens required on level 7 LTB. Helen suggested Martha to act as warden on level 7 until new wardens appointed.	Susan to advise Martha and follow up with training.
e) PC2 lab inspection PC2 lab inspection recently completed at Austin, Repat to follow. Issue raised of backflow valves on sinks – whether these are in place and if tested annually. Susan has spoken with Ray George who said to submit Engineering request to check this.	Susan has submitted Beims request to check backflow valves.
9. Radiation Safety	
10. Chemical and Biological Safety a. ChemWatch inventories Susan has submitted all updated inventories and an inventory structure directly to ChemWatch. Inventories are complete - now waiting on passwords from Steve Guggenheimer.	Susan to advise personnel of passwords when ready.
11. Training a. EHS training at Austin Training scheduled at Austin in March – Chem Management & PPE on 10 th March, EHS for staff/students and Manual Handling & Ergon on 24 th March	Susan to remind personnel to attend required EHS training.
12. Cyclic Events Checklist a. Poison permit (Northern) Inspection of Northern campus complete. Permit has now been issued.	
b. Autoclave service This has just been completed for 3 campuses. Service occurs every six months in January and July.	
c. Biol safety cabinets This has just been completed in December and January.	
d. Electrical tagging/testing This was completed in Austin in January. Still waiting on contractors to complete Repat and Northern sites.	Susan to advise Repat and Northern personnel when tagging/testing to proceed.
13. National Audit Tool a. Audits 2011 The Austin campus will undergo an internal NAT audit on 13 April.	Susan to provide more information when available.
14. Faculty EHS objectives a. Objectives for 2011:	
i) Improve health monitoring and vaccination systems for staff and students Susan to check monitoring and vaccination systems of all personnel and advise where gaps identified.	Susan to check monitoring and vaccination status of all personnel.
ii) Ensure testing and tagging of electrical equipment is completed in line with required standards. Testing and tagging is conducted by University-hired contractors in line with required standards.	
iii) Implement a system for EHS Coordinators Professional Development	Susan to advise Alison if any training required.
iv) Improve chemical management by upgrading registers into the new Chemgold system and remove cleaning materials that are hazardous substances. New registers have been submitted and these do not include cleaning materials	
v) Ensure suppliers and contractors are on approved listings, are provided with and induction process, and are held accountable for their work/products	Susan to ask Alison to place all contractors used on approved suppliers list. Personnel to ensure contractors working here are inducted and return to

	service checklist is completed.
15. New business	
16. Next Meeting 19 th April	