

Department of Medicine, AH/NH
Occupational Health, Safety & Environment Committee
Minutes of Meeting

28th June, 2011

Present:

Susan Hisheh (Chair), Helen Dedman, Trish Russell, Andrew Ellis, Sheila Patel, Zheng Ruan, Peter Wookey

	Actions
1. Apologies Daniela Sartor, Chandana Herath, Karey Cheong, John Damiano	
2. Minutes of Previous Meeting Approved	
3. Accidents & Incidents None to report.	
4. Reports from Other Safety Committees None to report.	
5. New and Revised Policies and Procedures a. Changes at Repat Repat personnel to move to Austin site soon. Personnel to discard any obsolete/broken equipment, unwanted chemicals and clean out freezers.	Helen to advise Repat personnel of moving date and procedures.
b. Changes at MDHS faculty Alison Hunt-Sturman (Faculty EHS Manager) has departed the University. Her position has been advertised but no advice received yet of her replacement.	
c. Immunisation Forms from faculty circulated but it was suggested that we modify these for our purposes.	Susan to develop immunisation form and check vaccination status of all personnel.
6. Environmental Issues a. Heating problems Several areas have experienced low temperatures – Kronheimer, Repat 129A and LTB 10.31. Helen has supplied oil heaters to Kronheimer areas and other areas have had temperature adjusted.	Personnel to report to Susan if further temp problems experienced.
b. Coldroom LTB 5 Coldroom on LTB 5 has significant mould problem. It has been emptied out pending quotes on cleaning/contaminated shelf removal/refurbishment and assessment on state of refrigeration unit.	Susan waiting on assessment from United Refrig as to whether it's worth proceeding.
7. Inspection Reports a. Lab/office inspections review Auditor suggested dropping lab inspections to 6-monthly schedule and to attempt to do a few office inspections at the same time.	Susan to start conducting office inspections.
8. Emergency or Security Issues a. PA system LTB PA system now installed in LTB. Personnel to listen for "Code Red – LTB" as signal to evacuate.	Susan to check PA information with hospital and review evacuation protocol.
b. Wardens LTB 7 When personnel from Repat move to LTB, new wardens will be appointed.	
c. Break-in/door – Repat Break-in occurred in Louise Burrell's office via window – nothing stolen or damaged. Window was repaired immediately. Also recent problem with Repat door to building 24 not shutting properly (probably movement due to weather), this has been rectified.	
9. Radiation Safety	
10. Chemical and Biological Safety	

<p>a. ChemWatch Susan has submitted all updated inventories and an inventory structure directly to ChemWatch. Received passwords from Alison prior to her departure but ChemWatch still doesn't appear to be working.</p>	<p>Susan to try and get ChemWatch working.</p>
<p>b. Use of human material Susan raised concern about personnel using human tissue in procedures that generate aerosols (eg homogenisation) on the lab bench. All such procedures must be undertaken in a Biological Safety cabinet.</p>	<p>Susan to send out email about appropriate procedures when using human tissue.</p>
<p>11. Training a. EHS training Prior to Alison's departure, she informed us that the Univ wants to move to on-line training only and this training to be refreshed every 3 years. However no information yet received about this. Also recent NAT audit identified several personnel that have not done compulsory training. Currently no training conducted until new Faculty EHS manager is appointed.</p>	<p>Susan to forward information about new training requirements when available.</p>
<p>12. Cyclic Events Checklist a. Autoclave service This is due in July.</p>	<p>Susan to arrange service and notify equipment supervisors of date.</p>
<p>b. Electrical tagging/testing This work to commence at Repat site on 4th July.</p>	<p>Personnel to check sensitive equipment.</p>
<p>13. National Audit Tool a. Audit - April 2011 This audit completed successfully with one "Area for improvement" received. Thanks to all who contributed to this success.</p>	
<p>14. Faculty EHS objectives a. Objectives for 2011:</p>	
<p>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.</p>	<p>Susan to check monitoring and vaccination status of all personnel.</p>
<p>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. Repat/Northern to be completed soon.</p>	
<p>iii) Implement a system for EHS Coordinators Professional Development This is done at the Faculty level.</p>	
<p>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 however still significant problems with Chemgold.</p>	<p>Susan to try and get assistance with using Chemgold.</p>
<p>v) Ensure suppliers and contractors are on approved listings, are provided with and induction process, and are held accountable for their work/products. Susan has requested for suppliers to be placed on approved suppliers list. All contractors are inducted and return to service checklist is completed. Electrical and safety equipment checked on arrival to ensure it meets standards.</p>	
<p>15. New business a. Helen requested Susan attend MBC OHS meeting.</p>	
<p>16. Next Meeting 23rd August</p>	