

Department of Medicine, AH/NH

Occupational Health, Safety & Environment Committee

Minutes of Meeting

30th August, 2011

Present:

Susan Hisheh (Chair), Helen Dedman, Trish Russell, Karey Cheong, Chandana Herath, Karen Griggs (for Sheila Patel), Daniela Sartor, John Damiano, Philip Zeglinski (for Andrew Ellis)

Actions

1. Apologies Sheila Patel, Peter Wookey, Andrew Ellis, Zheng Ruan	
2. Minutes of Previous Meeting Approved	
3. Accidents & Incidents a. Needlestick – BRF Occurred when animal kicked while being injected. Staff member had a tetanus shot following incident.	
b. Cut to finger at BRF Cut on sharp metal plate of door at BRF. Susan followed up with Julia who has placed tape around sharp edges of doors.	
c. Needlestick – clinical Repat Injury occurred due to lapse of attention whilst using reusable lancet on patient. Reusable lancets are to be used only by patients testing themselves at home. Personnel to use single-use lancets on patients.	Proietto clinical personnel to write new procedures and implement.
4. Reports from Other Safety Committees Helen to attend FNI safety meeting	Helen to report to committee about FNI meeting
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 replacement has been appointed; Ms Ira Tedja who was previously at CSL.	
c. Immunisation Faculty immunisation form was circulated but it was suggested that this form should be modified to emphasise laboratory requirements for immunisation.	Susan to develop immunisation form and check vaccination status of all personnel.
6. Environmental Issues a. Coldroom LTB 5 Coldroom on LTB 5 has significant mould problem which is due to be rectified in September. All items to be removed from coldroom until further notice.	Susan to arrange cleaning/repairs. Personnel to ensure coldroom remains clean and tidy.
7. Inspection Reports a. Lab/office inspections See lab non-conformances attached.	All non-conformances to be rectified in timely manner.
8. Emergency or Security Issues a. PA system LTB PA system now installed in LTB however unclear if alarm also sounds and if localised to particular floor.	Susan to obtain more information and/or arrange meeting with Hospital.
b. Revised evacuation procedures These will be completed when more information about PA system obtained.	

9. Radiation Safety a. Radiation-related equipment to be moved from Repat to Austin includes free-standing centrifuge but not counters.	Susan to review Radiation work conducted.
10. Chemical and Biological Safety a. ChemWatch New updated inventories and an inventory structure were sent directly to ChemWatch however, on checking, only the old inventories were present.	Susan to ensure correct inventories are entered in ChemWatch.
b. Review of TC space, L7 LTB Susan met with personnel to determine use of TC space once Repat personnel relocate. It was agreed that inner room to be used for primary cultures and outer room for cell lines.	Susan to organise procedures/training once personnel have relocated.
c. Poisons safe BRF After discussion with Julia Fyfe, agreed to place safe for schedule 8 poisons in BRFG35. Helen advised that safe from Surgery to be transferred.	Susan to obtain approval from Dept Health and also see if can put permit in Academic Centre name.
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. Currently no training conducted however this is hoped to resume with appointment of new Faculty EHS manager.	Susan to forward information about new training requirements when available.
12. Cyclic Events Checklist a. Autoclave service This was completed in July.	
b. Electrical tagging/testing This work recently completed at Northern.	
c. Poison permit This is due for renewal at Repat – since can't do 6-month permit, have renewed for whole year.	
13. National Audit Tool a. Nothing to report.	
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. All sites completed for 2011.	
iii) Implement a system for EHS Coordinators Professional Development This is done at the Faculty level.	
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.	Susan to try and get assistance with using Chemgold.
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.	
15. New business	
16. Next Meeting 25 th October	