Attendees:
Dr Javed Akhter (JA)  WHS Chairperson – Laboratory
Prof Michael Grimm (MG)  Employer Representative
Dr Jian Cheng Qi (JQ)  Employee Representative – Laboratory Immunology
Dr Jose Perdomo (JP)  Employee Representative – Laboratory Hematology
Ms Laura Golland (LG)  WHS Secretary
Ms Amy Li (AL)  Student Representative – School W&CH
Ms Katherine Ogrenovska (KO)  Student Representative – School W&CH
Dr Helen Jingli Hao (HH)  Employee Representative – Laboratory Level 2
Ms Savita Kurup (SK)  Employee Representative – Laboratory
Dr Michal Szczesniak (MS)  Employee Representative – Gastroenterology

Apologies:
Mr Justin Joynes (JJ)  Employee Representative – Sutherland
Ms Marcelle Dugo (MD)  Employee Representative – Animal Facility
Mr Kevin Robertson (KR)  Hospital Representative
Ms Buddhi Gunaratne (BG)  Employee Representative – Student Matters

Absent:

Distribution:
WHS Committee members
WHS Noticeboards:  Level 3 Research & Education Centre
Ground Floor Research & Education Centre
Level 2 & 3 WR Pitney Building
Clinical Teaching Units – St George & Sutherland Hospital
STGCL WHS website: http://stgcs.med.unsw.edu.au/health-safety-committee
St George Hospital Health & Safety Committee Chairperson

<table>
<thead>
<tr>
<th>Item and Action</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome</td>
<td></td>
</tr>
<tr>
<td>Meeting commenced at 2:30pm.</td>
<td></td>
</tr>
<tr>
<td>2. Minutes of Previous Meeting</td>
<td></td>
</tr>
<tr>
<td>Minutes of previous meeting held 19th February 2015 confirmed by JA &amp; LG. Request from SK to remove sentence from item 3.3 regarding Sci Quest.</td>
<td></td>
</tr>
<tr>
<td>3. Action Items and Matters Arising from the Previous Meeting</td>
<td></td>
</tr>
<tr>
<td>3.1 Loose Wires and Cigarette butts under the animal house building</td>
<td>Item closed</td>
</tr>
<tr>
<td>Clean up completed. Item is now resolved and closed.</td>
<td></td>
</tr>
</tbody>
</table>
### 3.2 St George Safety Black Spot
No update due to renovation work in the Pitney building due for completion Nov 2015.

### 3.3 SciQuest
SciQuest can be accessed by users on L3 Research and Education building. Zebra printer was installed to print barcodes. SciQuest users on L3 will not able to print the bar code directly due to hospital firewall and UNSW proxy. SK will arrange some quotes for wireless connection and determine if SciQuest will work through wireless. The laboratory had a chemical clean-up, disposing over 150 unused old chemicals.

The new sub location and labelling for chemical storage were updated in the labs. Set up of new sub locations in SciQuest is in progress. Migration of Containers from old sub locations to new sub locations is in progress.

### 3.4 Floor Covering – Foyer Level 3 R&E Centre
There has been some confusion with hospital engineering and the structural engineer regarding the report and quotation. SK has arranged structural engineer to visit site on 28th September and write a report. The report will be sent to a builder for quote and further work.

### 3.5 Excess of chloroform stored on top shelf in immunohistochemistry lab
All items have been discarded.

### 3.6 Safe sys training
The safe sys training for level 3 was completed on 20th June with Blathnaid Farrell. JA and SK suggested adding lab managers as reviewers to review SWPs before sending to supervisors for approval. MG agreed this was a valid idea.

### 3.7 Supervisor training
HG has asked LG to organise while she is on annual leave. LG to organise once replacement Health and Safety rep is appointed for Medicine.

### 4. Risk Register/Corrective Actions Review

#### 4.1 Update on Corrective actions
Supervisor training – a date has yet to be scheduled for the supervisor training. H&S online refresher course is still outstanding for a number of staff. LG and MG have sent out reminders to all staff to complete.

### 5. Workplace Inspections

#### 5.1 Medicine & Surgery Offices
Still to be completed LG & BG to compete by end of Aug.

#### 5.2 Tissue culture, cool room and freezer equipment
Completed Nil to report.

#### 5.3 Chemical store & liquid nitrogen room
Completed Nil to report.

### 6. Correspondence In & Out

#### 6.1 Refresher Health & Safety Course Online
Reminders sent to staff to by MG on 7th August to complete. LG to follow up.
6.2 MREII 2015 Grant Update
Becton Dickson (BD) has completed the hospital induction. JP said they were waiting for the subcontractor to complete the hospital induction. BD yet to provide all documents required as per contractor evaluation checklist. Site inspection and delivery date to be arranged after completion of contractor evaluation checklist. The equipment will be dismantled before delivery and assembled in lab.

Discarded items are blocking access to loading bay
SK has reported to Gary in engineering that the loading dock has been blocked by rubbish at numerous times which affects the delivery of CO2 and liquid nitrogen. Despite numerous clean up staff are still dumping items here.JA will email KR to see if he can raise this with the hospital H&S committee.

7. Standing Items

7.1 WHS & Workers Compensation
No current H&S rep for Medicine, nil to report.

8. Incident Reports

8.1 Incident Reports
Nil to report.

9. Hazard Reports

9.1 New Hazards
Nil to report.

10. Inspection, Testing & Monitoring

10.1 Electrical Testing & Tagging
Nil to report.

11. Changes to the Workplace

11.1 Plant & Equipment
- Milli Q water systems & Countess automated counter fixed
  Serviced and fixed
- PC2 lab biosafety cabinet certified
- Autoclave, back flow, prevention device, CO2 and Oxygen monitor and liquid nitrogen tank service
  All serviced
- Annual microscope servicing scheduled for August
  Completed

11.2 Hazardous Substances, Dangerous Goods, Biohazards, Radioactive Substances
- S8 Dugs
  Nil to report.

11.3 Refurbishment & Maintenance.

11.4 Relocations

11.5 Any HOS/Management Decisions that may Impact on WHS
MG mentioned that the new Professor of Medicine will start in February 2016 on level 2, R&E Building. There will be a Senior Technical Officer appointed for the floor who MG hopes to appoint before the redevelopment begins. The clinical school will take over the management of the Level two laboratory.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>12. First Aid, Emergency &amp; Security Issues</strong></td>
<td>Nil to report</td>
</tr>
<tr>
<td><strong>13. New Business/Business Without Notice</strong></td>
<td>Nil to report</td>
</tr>
<tr>
<td><strong>14. Next WHS Meeting</strong></td>
<td>Thursday 22\textsuperscript{nd} October 2015</td>
</tr>
<tr>
<td><strong>15. Close</strong></td>
<td>Meeting closed at 3:30pm</td>
</tr>
</tbody>
</table>

**Office Bearers:**

- **Javed Akhter**
  Committee Chairperson (9113 2975)

- **Laura Golland**
  Committee Secretary (9113 2036)