Minutes of meeting of the Chemical and Hazardous Substances Committee held on Tuesday, 4 February 2014, 2:00pm in S&C Room 2.23. The meeting commenced at 2:00pm and ended at 2:30pm.

Members:
- Dr David Ralph (Chair)
- Manager, Workplace Health and Safety (ex officio), Rob McLean
- Poisons Officer, Frank Salleo
- Representative, Campus and Facilities Management Office, Julie Yewers
- Representative, School of Engineering and Information Technology, Andrew Foreman
- Manager, SABC, David Berryman
- Representative, IIID, Dr David Dunn
- Representative, School of Health Professions, Timothy Daniel
- Workplace Health and Safety Consultant, Brad McKell
- Safety in Research and Teaching Coordinator (ex officio), Vanessa Hahn

Secretary: Safety in Research and Teaching Administrative Officer, Sarah Dias

1. APOLOGIES

- David Ralph
- Sarah Dias
- Rob McLean (absent)
- David Berryman (absent)

2. MINUTES OF PREVIOUS MEETING

Resolved: To accept the minutes of meeting held on 3 December 2013 as CHSC/6/2014 a true and accurate record.

3. CHAIR

Frank Salleo will stand in for the Chair, David Ralph, while he is away on long service leave. The Chair welcomed Tim Daniel as the new representative for the School of Health Professionals.

4. CHEMICAL AUDIT - CHEMWATCH

Brad McKell advised that the chemical audit is almost complete. He is awaiting nine outstanding reports. Megan Lenor from ChemWatch will be attending the next CHSC meeting. Training on the use of ChemWatch will be provided to one representative from each School. It is then up to the representative to elect people within the School who should have access to ChemWatch. It was raised by the Chair that the members of the CHSC could be the School representatives trained to use ChemWatch.
As part of the ChemWatch training, the MU manifest will be put up for people to use while in training and to ask questions if needed.

David Dunn informed the committee that staff from the Centre for Comparative Genomics (CCG) had relocated to within the Health Research Centre and wanted to know whether this group would be included in the chemical audit.

**Action:** Brad McKell will meet with David Dunn to discuss incorporating CCG into the next chemical audit.

5. **ACTION LIST UPDATE**

See attached – Running Action list 10

Item 6: According to Brad McKell people working with asbestos get put onto the health surveillance register however it is uncertain as to whether this happens for people working with Mercury.

Julie Yewers informed the committee that Jeremy Rigg no longer works in Legal and Governance and that Jarod Benson is his replacement.

**Action:** The Chair is to follow up on the Health Surveillance register.

Item 7: The Chemical Amnesty was a great success. Overall it cost $9600 which included to removal of 2 truckloads of chemicals being removed. The committee would like to extend their thanks to Dianne and her team from Stores for following the correct OSH procedures during this phase.

Brad McKell proposed that the budget for future amnesties be sourced through the CHSC or through the SRTC.

**Action:** Andrew Foreman and the Chair to meet to discuss putting together a business plan to request for funding.

6. **FUTURE MEETINGS**

1st/2nd week of May 2014