

PRESENT:	Cathy Rush (Deputy Chairperson), Lynn Woodward, Bill Leggat, Mykel Smith, Carolyn Smith-Keune, Sue Reilly (now in place for Heather Welladsen), Bridie Allan (Proxy for Cindy Huchery), Phil Walsh (Cairns), Chris Wright
ATTENDANCE:	Michelle Nethery (Minutes Secretary) and Drew Kleier (Permanent Advisor)
DECLARATION OF CONFLICTS OF INTEREST: There were no conflicts of interest declared.	
APPROVAL OF PART B ITEMS	
1. APOLOGIES:	Geoff Gorton, Cindy Huchery, Sue Kelly
NOT PRESENT:	Simon Leavers
2. MINUTES:	The minutes of Meeting (3-16) held on 18 July 2016 were adopted as a true and correct record.
3. ACTION REGISTER	
<p>The following items were discussed:</p> <p>Item 1- Update List of different categories of containment facilities/labs on BioSafety Shared Drive: <u>PAN/RiskWare developing a reporting function for audit tool</u> Drew Kleier reported that the Purchase Order has now been raised with RiskWare for upgrade of the auditing tool. Ongoing, remain open until 2017.</p> <p>Item 2 – Review of Autoclaves Carolyn Smith-Keune advised that the “chipmunk” autoclave will be put into storage until installed in the Science Place. Carolyn to contact Mel Marke, Estate Office regarding the location the autoclave will be installed within the Science Place. Drew Kleier also noted that he would also include this on the list of items to be progressed by the Estates office.</p> <p>Item 3 – OGTR Matters <u>Procedures for PC1 Animal Facility (Bldg 86)</u> Procedures have been approved. The OGTR application has been submitted for the facility, waiting on OGTR approval.</p> <p><u>Co-Ordination of 2016 Lab Inspections (including Quarantine in Annual inspections)</u> The annual inspections for OGTR laboratories have been completed. Inspection reports to be typed up by Drew Kleier and corrective actions sent out.</p> <p>Item 4 – OGTR Matters <u>Pest Control – OGTR & Quarantine Laboratories</u> In progress. Hold until 1/17.</p> <p>Item 5 – Resources & Processes <u>Implementation of BioSafety Procedure</u> Drew Kleier to forward implementation plan to Committee.</p> <p>Item 6 – OGTR Matters <u>Vacant Dental Biosafety Representative</u> Drew Kleier noted that he had looked at current dental laboratory users as potential biosafety representatives. Phil Walsh noted that Sharon Long would be the obvious choice. Drew Kleier to follow up.</p> <p>Item 7 – OGTR Matters <u>OGTR Authorised Persons</u> Deputy Chair, Catherine Rush advised that the revised Authorised Persons list has been</p>	

	<p>forwarded to the OGTR together with the OGTR Annual Report. JCU Authorised persons are – Catherine Rush and Drew Kleier with all correspondence to be sent through the biosafety@jcu.edu.au email.</p> <p>Item 8 – OGTR Matters <u>Warren Laboratory Certification</u> Laboratories to be decommissioned. Close 4/16.</p> <p>Item 9 – OGTR Matters <u>Autoclaving Requirements</u> Clinical Waste disposal noted for further discussion at a separate sub-committee meeting.</p> <p>Item 10 – Compliance, operational Activities & Hazards (Planning) <u>89-004 Building Works & PC2 Compliance</u> Drew Kleier noted that the room has now been inspected. Tracking corrective actions through the Estate Directorate and College of Public Health, Medical and Veterinary Sciences. Once all actions are completed the laboratory will be added to the list of PC2 facilities.</p> <p>Item 11 – General Business <u>Laboratory Safety Standard</u> Drew Kleier noted that he incorporated feedback from the consultation period. The final copy will be submitted to the 04-16 HSEAC Meeting for final approval. Drew advised that the Committee and Estate Directorate will need to look at how we process some of the items from this with the Estates office such as gas systems, hardware in laboratories etc noting issues relating to who is responsible for payment, scheduling of works etc.</p>
<p>4.</p>	<p>OGTR MATTERS</p>
	<p><i>Audits, Approvals of Projects & Procedures</i> <u>Approved Applications – See Part B</u> Chair overviewed the process for approval of applications. Noted approved 2016 applications in Part B.</p> <p><u>2016 Annual Report to the OGTR</u> Drew Kleier communicated that the 2016 Annual Report to the OGTR has been signed by the Vice-Chancellor and forwarded to the OGTR. This report also includes the NLRD list and Authorised Person information including the reporting of Bill Warren’s application from earlier in the year and the Gollege group application.</p> <p><u>AITHM PC2/3 Laboratory Certifications</u> Drew Kleier noted that multiple meetings have been held with Chris Wright regarding the certification process for the AITHM building. PC2 floor application is currently in for approval. PC3 will have an inspection in the week of 14th November by the OGTR (paper based and facility based inspection). The Deputy Chair Catherine Rush noted that herself and Chris Wright aim to have forwarded the extensive paper based requirements prior to inspection so that most of the prerequisites have been covered off prior to the physical assessment.</p> <p>PC2 Animal Floor – Drew Kleier to contact Serrin Rowarth regarding requirements. Deputy Chair Catherine Rush advised that she had spoken to Serrin regarding this and that she is aware that the process will be occurring.</p> <p>Deputy Chair Catherine Rush also expressed the need to ascertain which laboratories will require quarantine approval. It was acknowledged that JCU will need to ascertain</p>

	<p>who the nominated person for Quarantine for AITHM will be, Chris Wright to discuss at the AITHM Laboratory Operations meeting on 11th October.</p> <p><u>Certification of Building 86-001</u> Deputy Chair noted that this is the room that the Gollege group is using for the knock-out mice. Currently in progress, awaiting OGTR approval. NLRD has been approved. Drew Kleier to advise Craig Godfrey.</p> <p><u>Science Place – Potential OGTR Laboratories</u> Drew Kleier advised that there will be OGTR laboratories within the Science Place so the IBC need to look at progressing this as Allan Baxter will be moving in there. Committee raised concerns regarding the ability to use the teaching laboratories for classes using micro-organisms. Drew Kleier to discuss with Mel Marke regarding teaching laboratories and if they have the ability to handle micro-organisms (PC2) as if they are unable to do so urgent re-timetabling of these classes will be required. Bill Leggat advised that there has been a committee to look at teaching laboratories. Bill also noted that the new laboratory is reported as being an open space which supposedly can run a large class of 150 or smaller classes simultaneously.</p> <p><u>NLRD Approved Applications – See Part B</u> In addition to the report noted in Part B, the Deputy Chair noted Alex Roberts application will go into the 2017 report as it needed to be split into two separate sections with the Animal component now on hold. Andreas Kupz’s applications also arrived after the deadline for reporting this will now be included in the 2017 report.</p> <p><u>Thursday Island – OGTR PC2 Laboratory</u> The Drew Kleier noted that on completion of works they will need to have an IBC inspection. Lynn Woodward has volunteered to do the inspection.</p>
	<p>ACTION ITEM:</p> <ul style="list-style-type: none"> • Drew Kleier to contact Serrin Rowarth regarding PC2 Animal Floor requirements for the AITHM Building. • Chris Wright to ascertain nominated Quarantine Officer for the AITHM Building. • Drew Kleier to notify Craig Godfrey regarding the Certification of Building 86-001 and NLRD approval. • Drew Kleier to contact Mel Marke, Estate Project Officer, regarding the ability to teach classes handling micro-organisms (PC2 requirement) in the new Science Place. If unable to teach, urgent re-timetabling will be required. • Thursday Island AITHM Building to undertake an IBC inspection upon completion of works. Lyn Woodward to conduct inspection.
<p>5.</p>	<p>COMPLIANCE, OPERATIONAL ACTIVITIES & HAZARDS (PLANNING)</p> <p>Update on Sector & Industry HSE Standards & Practices <u>DR AS/NZS 2243.3:2016 Safety in laboratories Part 3: Microbiological safety & containment (revision of AS/NZS 2243.3:2010) Standard Review & Comment Template</u> Deputy Chair, Catherine Rush advised that the submission for changes closed in June 2016 so have missed the opportunity to do this. Deputy Chair noted some of the amendments relate to the inclusion of aquatic facilities; mobile phones, mp3 and other similar devices are no longer allowed in laboratories; and, changes relating to drainage from safety showers. Risk assessment on floor drains for safety showers will need to be looked at – it was noted that the new buildings have no drains at all. Catherine also stated that there are a number of changes to the PC3 requirements.</p> <p><u>Qld Biotechnology Code of Ethics 2015-16 Annual Report</u> HSE Advisor stated that the Biotechnology Code of Ethics 2015-16 Annual Report has been submitted.</p>

6.	RESOURCES & PROCESS
	<p>Institutional BioSafety Procedure - Implementation Drew Kleier described the update of the BioSafety Procedure – the Quarantine Section now includes central invoicing and a Fit and Proper person checklist. Changing of terminology regarding QAP to Quarantine Approved Arrangements (QAA). The BioSafety Application form has also incorporated some modifications to better capture strains of GMO and source of the GMO.</p>
7.	REPORTING & VERIFICATION
	<p>Riskware Report – Incidents & Hazards, Notifiable Events, High/Very High Risks The Deputy Chair Catherine Rush reviewed the incidents and hazards detailed on the report. The Committee acknowledged an increase in numbers over previous periods than what had previously been reported – this was due to the discovery of a number of incidents/hazards being assigned by users to old Faculties/Schools or at the University level only. Drew Kleier reported that there will be a Riskware patch run on this and it was hoped that PAN Software will be able to lock out the old faculty/schools so that this does not occur in the future.</p>
8.	GENERAL BUSINESS
	<p>Business Arising - HSEAC Drew Kleier commented that no feedback for the Biosafety Committee has come down from the HSEAC 02 and 03 2016 meetings apart from noting that they are happy with the progress being made by the BioSafety Committee.</p> <p>Update on JCU & Sector HSE Standards & Practices Nil to report.</p> <p>E1 103B Assessment Phil Walsh advised that E1, room 103B is will become a new QAA. Phill had an independent auditor inspect the facility. Phil Walsh to provide the report to Drew Kleier for forwarding to Committee members.</p> <p>GHS – Labelling Changes Discussion regarding the GHS labelling changes coming in January. General information to be communicated to Divisions over the break.</p> <p>Terms of Reference Drew Kleier noted that the Terms of Reference will need to be updated and circulated prior to Meeting 1, 2017.</p>
	<p>ACTION ITEM:</p> <ul style="list-style-type: none"> • Phil Walsh to provide QAA report to Drew Kleier to forward through to Committee members. • Carolyn Smith-Keune to advise template name for ChemWatch waste disposal labels. • Drew Kleier to progress Terms of Reference for 2017 prior to 01-2017 meeting.

Meeting closed at 11.00 am.
Confirmed: Catherine Rush

Chairperson
10 October 2016