

PRESENT:	Geoff Gorton (Chairperson), Catherine Rush (Deputy Chair), Lynn Woodward, Cindy Huchery, Bill Leggat, Mykel Smith, Simon Leaver, Carolyn Smith-Keune, Chris Wright, Heather Welladsen
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:	Phil Walsh
NOT PRESENT:	Sue Kelly
2. MINUTES:	The minutes of Meeting (1-16) held on 10 February 2016 were adopted as a true and correct record.
3. ACTION REGISTER	
<p>The following items were discussed:</p> <p><i>Item 1- Update List of different categories of containment facilities/labs on BioSafety Shared Drive:</i></p> <p><u><i>Audit of facilities (workshops, yards, sheds & other structures)</i></u> Drew Kleier advised that the labs have now been completed once. No further progress on other structures as yet, to be covered over the remainder of the year. Remain open.</p> <p><u><i>PAN/RiskWare developing a reporting function for audit tool</i></u> Quotation received from PAN regarding the reporting function, had been trying to renegotiate the costs but has had no luck approximate cost to JCU \$10K. Remain open.</p> <p><i>Item 2 – OGTR Matters – MARFU project</i></p> <p><u><i>GMO Plants</i></u> Complete. Close 2/16</p> <p><u><i>OGTR re RNAi Project Ruling</i></u> Drew Kleier reported that the RNAi Project it is not an NLRD or GMO. Close 2/16</p> <p><u><i>Consultant for OGTR PC2 Aquaculture Facilities</i></u> The Committee discussed the certification of the PC2 Aquaculture facility to meet OGTR requirements and the associated additional costs involved and noted that at present this is not a requirement. To ensure that any changes to facility requirements due to project changes/new projects that might incorporate GMO's a line of communication with Ben Lawes needs to be established. Caroline Smith-Keune to discuss with Ben Lawes regarding processes to notify when/if any changes to research requirements to allow appropriate lead-time for any certifications required. It was noted that all of these processes will be covered off with the roll-out of the implementation of the BioSafety Procedure. Complete. Close 2/16</p> <p><i>Item 3 – OGTR Matters - Action List of 2015 OGTR Lab Inspections</i> Completed. Close 2/16</p> <p><i>Item 4 – Review of Autoclaves</i> Simon Leavers advised that the autoclave report submitted focused on those autoclaves that required registration with the Division which require details to be provided to the Estates. Simon requested that any autoclaves that are not on this list or any amendments to be provided ASAP. Discussion was held by the committee regarding the servicing of these units which is a requirement of annual registration.</p>	

Caroline Smith-Keune reported that a "chipmunk" autoclave is available to any area within the university as it is no longer required by DTES (noting that it requires repairs). Chair to discuss with Dan Christie.

Drew Kleier queried whether the non-registrable autoclaves could also be included on this listing, Simon Leavers was conducive to this occurring.

Item 5 – OGTR Matters

Pre-Audits for PC3 laboratories

Cathy Rush advised that the PC3 laboratory is now certified. OGTR advised that the Technoplast unit requires annual testing and JCU can't use this unit for infectious diseases until the unit has been tested. This is a new requirement from the OGTR; the manufacturer is now working with JCU to have this testing undertaken.

Complete - close 2/16

Procedures for PC1 Animal Facility (Bldg 86)

Cathy Rush advised that Corey Moran had submitted procedures, these have been resent back to him and is awaiting further comments. Certification on hold pending finalisation of the Procedures. Remain open.

MEX Request for Lock 86:001

Complete – close 2/16

Co-Ordination of 2016 Lab Inspections (including Quarantine in Annual inspections)

Drew Kleier advised that he will be away on leave for the month of June. Drew to follow-up with IBC Committee members regarding the co-ordination of the 2016 audits to also include standard PC2 labs (not OGTR) across the university.

Item 6 – Removal of ULPM Reports from Schedule of Business

Complete - close 2/16.

Item 7 –Biosafety Application on Website

Complete - close 2/16.

Item 8 – Queensland Biosecurity Act

Chris Wright advised that there are both state and federal issues involved with the new act, with the State component coming into effect on 1 July. Noted that he did not feel that any of the changes will affect JCU. Chris related that the overall role in management is moving away from Government with the onus on the land-holder.

Drew Kleier commented that with the Commonwealth Act JCU will end up with one central invoice. Drew also explained that there will also be a "Fit & Proper Person" test to be run for all persons who access to the laboratories. Induction for labs will need to include this for the quarantine labs.

Item 9 – 2016 Meeting Invites/Dates

Complete - close 2/16.

Item 10 – Learn JCU Access

Cathy Rush advised that the leader access has now been adjusted to include all those who may need to enrol students into the LearnJCU. Complete - close 2/16.

4.	<p>OGTR MATTERS</p>
	<p><i>Audits, Approvals of Projects & Procedures</i></p> <p><u><i>Biosafety Application – Professor William (Bill) Warren</i></u> Drew Kleier advised that this application has been renewed.</p> <p><u><i>Dual Use Legislation – Project Applications</i></u> Drew Kleier commented on the biosafety issues and implications of taking possibly security sensitive research information to overseas countries. Drew Kleier to draft changes to the front page of the Biosafety application form to include the dual use legislation.</p> <p><i>Action List of OGTR Laboratory Inspections</i></p> <p><u><i>OGTR March audit of PC3 Laboratory:</i></u> The OGTR have recertified building 87 PC3 laboratory.</p> <p><u><i>OGTR PC2 April audits of PC2 (Building 21, and 31:</i></u> The OGTR are yet to provide final feedback.</p> <p><u><i>OGTR PC2 Cairns May Audit:</i></u> The OGTR will audit a selection of the Cairns laboratories.</p> <p><i>Pest Control: OGTR & Quarantine Laboratories</i> Drew Kleier noted that there was potential to have pest control under one contract. The Committee discussed the responsibility of pest control and the ramifications of pest control measures impacting on research activities. Simon requested that if there were any specific requirements that these be notified to Estates. Drew Kleier to send email out to all OGTR & Quarantine lab managers. Simon Leavers & Drew Kleier to look at a creating a working group with R&I and the research areas of DTHM and DTES and Procurement plus any other areas that need to be involved and report back at the next meeting.</p>
	<p>ACTION ITEM:</p> <ul style="list-style-type: none"> • Drew Kleier to email all OGTR & Quarantine lab managers regarding pest control requirements. • Drew Kleier and Simon Leavers to organise a working group to discuss pest control activities within the OGTR and Quarantine laboratories as well as potentially a campus-wide initiative.
5.	<p>COMPLIANCE, OPERATIONAL ACTIVITIES & HAZARDS (PLANNING)</p> <p>Update on Sector & Industry HSE Standards & Practices</p> <p><u><i>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</i></u> Hold over to next meeting.</p> <p><u><i>Changes to the Biosecurity Act</i></u> Please see discussion under the Action Items and associated paper from the HSE Biological, Radiation and Chemicals Safety Advisor.</p>
6.	<p>RESOURCES & PROCESS</p> <p>The Committee established that a meeting needs to be held prior to the next sub-committee meeting to discuss the implementation of the BioSafety procedure. Drew Kleier to arrange.</p>

	<p>ACTION ITEM: Drew Kleier to organise a sub-group to meet to discuss the implementation of the Biosafety Procedure prior to 3/16 meeting.</p>
7.	<p>REPORTING & VERIFICATION</p>
	<p>Riskware Report – Incidents & Hazards, Notifiable Events, High/Very High Risks The committee briefly discussed the incidents logged – no actions required.</p>
8.	<p>GENERAL BUSINESS</p>
	<p>Chris Wright advised that there is an AITHM walk through occurring next week regarding certification.</p> <p>Drew Kleier noted that the Import Permit and BioSafety email addresses will be monitored by Michelle Nethery during his absence whilst on annual leave.</p> <p>Business Arising - HSEAC The Chair provided an overview of the 1/16 meeting of HSEAC to the Committee.</p> <p>Drew Kleier noted that he will be presenting a paper to HSEAC about the Changes to the Qld BioSafety Act and Regulation.</p>

Meeting closed 11:10 am

Confirmed:



Chairperson
9 May 2016