

	PRESENT:	Geoff Gorton (Chair), Cathy Rush, Lynn Woodward, Bill Leggat, Carolyn Smith-Keune, Sue Reilly, Phil Walsh (Cairns), Aurelie Moya, Emma Carson (Cairns), Kylie Brown (Proxy for Sue Kelly)
	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:	Sue Kelly
	NOT PRESENT:	Chris Wright
2.	MINUTES:	The minutes of Meeting (4-16) held on 10 October 2016 – were accepted as a true and correct record with the following correction under General Business E1 103B Assessment should read E1 103E.
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:</p> <p><u>PAN/Riskware developing a reporting function for audit tool</u> Drew Kleier advised still awaiting timeframes from PAN. Current list has been updated to include everything that has been registered including quarantine labs. This is available under the Biosafety drive – OGTR/OGTR Annual Laboratory Inspections/2017.</p> <p>Item 2 – Review of Autoclaves Carolyn Smith-Keune advised that the “Chipmunk” autoclave is being installed into the freezer room in the Science Place. Hold action item open until installed and certification in place.</p> <p>Item 3 – OGTR Matters <u>Certification for PC1 Animal Facility (Bldg 86-PC1)</u> Complete. Close 1/17.</p> <p><u>Co-Ordination of 2016 Lab Inspections (including Quarantine in Annual inspections)</u> Complete. Close 1/17.</p> <p>Item 4 – OGTR Matters <u>Pest Control – OGTR & Quarantine Laboratories</u> Drew Kleier to organise meeting with Estates as no movement over the past few months. For completion by 2/17 Meeting.</p> <p>Item 5 – Resources & Processes <u>Implementation of BioSafety Procedure</u> Drew Kleier to send email regarding implementation of the Procedure by 2/17 Meeting.</p> <p>Item 6 – OGTR Matters <u>Vacant Dental Biosafety Representative</u> Emma Carson has been nominated as the representative. To add to Committee Membership for Member of Medicine and Dentistry (Cairns). Complete. Close 1/17.</p> <p>Item 7 – OGTR Matters <u>Autoclaving Requirements</u> Drew Kleier advised final bin list will be circulated with a request for account codes to be provided. To be finalised by 3/17 Meeting.</p>		

	<p>Item 8 – OGTR Matters <u>89-004 Building Works & PC2 Compliance</u> Drew Kleier noted advised all outstanding matters now complete with the exception of air-conditioning systems. Specs to be provided to Estate office on air-conditioning requirements. For completion by 2/17 Meeting.</p> <p>Item 9 – General Business <u>Laboratory Safety Procedure</u> Approved by HSEAC, procedures available on website. HSE Support Officers when visiting labs are providing assistance with the new required processes. HSE Communication Officer is currently working on the communication of these procedures. HSE staff attending various meetings on campus also advising.</p> <p>Item 10 – OGTR Matters <u>AITHM PC2/3 Laboratory Inspections – PC2 Animal Floor Requirements</u> Drew Kleier stated that the PC2 laboratory is complete and certified. PC2 Animal Facility form has been submitted awaiting OGTR formalisation, 90 day timeframe will be by early March. PC3 – Cathy Rush advised that OGTR have advised that they will be back to us by 21 March. For completion by 2/17 meeting.</p> <p>Item 11 – OGTR Matters <u>AITHM – Quarantine Officer</u> Drew Kleier noted that this is likely to be Chris Wright. Drew has been working with Chris regarding certification of the PC2 and PC3 floors. Andrew Johnson will likely be the overall Manager and Chris the Floor Manager. PC3 application awaiting on manual before it can be lodged with OGTR. PC2 lab – Drew noted that whilst inspected by OGTR they did not provide Quarantine certification and may require another inspection. For completion by 2/17 meeting.</p> <p>Item 12 – OGTR Matters <u>Science Place – Potential OGTR Laboratories</u> The Committee noted that the Biology Floor has a PC2 capable laboratory. Alan Baxter’s laboratory is an OGTR PC2 laboratory – still to be certified. Complete. Close 1/17.</p> <p>Item 12 – OGTR Matters <u>AITHM Thursday Island – Inspection</u> PC2 laboratory inspection to occur at the end of February by Lynn Woodward and Drew Kleier. Committee queried the need for OGTR classification. Cathy Rush stated that she felt that quarantine certification would be more relevant. The Chair, Geoff Gorton, advised that the initial need for the laboratory was to enable researchers to come back to the laboratory and prepare specimens for transporting to Townsville or Cairns. Lynn Woodward to ascertain what the usage plans are for the laboratory and report back to Committee.</p>
<p>4. OGTR MATTERS</p>	
	<p><i>Audits, Approvals of Projects & Procedures</i> <u>Approved Applications</u> Drew Kleier stated that more applications have already been received in 2017 than 2016 with the exception of DTES. Lynn Woodward has approved three of the outstanding applications. Outstanding PC3 applications to be approved by Chris Wright. Cathy Rush, Bill Leggat to approve the remaining outstanding PC2 applications. Application register to become a standing item under OGTR. Drew Kleier and/or Michelle Nethery to add a calendar reminder for due application approvals when sending an approval request.</p>

	<p><u>PC1 Certification Building 86 001</u> Noted, complete.</p> <p><u>Science Place – Potential OGTR Laboratories</u> Science Place – Research laboratory intended to have OGTR PC2 certification.</p> <p><u>NLRD Update List from OGTR</u> List of NLRD from OGTR received. Need to update project register to reflect the OGTR NLRD number awarded to projects.</p> <p><u>PC3 Application - Building 48, 3rd Floor</u> Complete.</p> <p>Cathy Rush noted that there is an issue with the walkway between the two OGTR laboratories as it is currently being used as a thoroughfare to get to offices particularly during the Christmas period. Induction is required for entry into both laboratories. Procedural process to be organised between the two laboratory managers. Restricted access signs already in place on both laboratories, query additional signage for “No thoroughfare” required. Meeting occurring next week regarding the laboratories, to ensure discussion at that time.</p> <p><u>PC2 Certification – Building 48, 3rd Floor</u> Complete.</p> <p><u>Building 87 – PC3 OGTR Surveillance Audit</u> Cathy Rush advised that there was a recertification audit of the facility last year, however, the Monitoring and Compliance Department are also now inspecting. Cathy noted that this was not a physical audit but a paper-based audit around training, record keeping, autoclave usage documentation etc. Inspection scheduled for 8th March with Drew, Cathy and Chris to attend. Drew Kleier to liaise with Chris Wright to organise a pre-audit.</p> <p>ACTION ITEM:</p> <ul style="list-style-type: none"> • Application Register to be added as a standing item under the OGTR Matters. • HSE staff to add calendar item into Application Requests to ensure timely completion of applications. • Building 87 – PC3 OGTR Surveillance Audit: Drew Kleier to liaise with Chris Wright to organise a pre-audit inspection.
<p>5.</p>	<p>COMPLIANCE, OPERATIONAL ACTIVITIES & HAZARDS (PLANNING)</p>
	<p>Update on Sector & Industry HSE Standards & Practices <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> Drew Kleier noted no progress on this regarding what changes were made in the revision. Drew to undertake and provide report at 2/17 Meeting.</p>
	<p>ACTION ITEM:</p> <ul style="list-style-type: none"> • Drew Kleier to provide report to the Committee regarding changes to the Safety in Laboratories Part 3: Microbiological Safety & Containment by 2/17 Meeting.
<p>6.</p>	<p>RESOURCES & PROCESS</p>
	<p><u>Laboratory Procedure</u> Approved by HSEAC and available on website. Close.</p>

7.	REPORTING & VERIFICATION
	<p><u>Riskware Report – 2016 Annual Report - Incidents & Hazards, Notifiable Events, High/Very High Risks</u> Report noted.</p>
8.	GENERAL BUSINESS
	<p><i>Business Arising - HSEAC</i> Geoff Gorton (Chair) noted that HSEAC were happy that all OGTR audits completed; and, changes to Biosafety procedures approved.</p> <p>Update on JCU & Sector HSE Standards & Practices Nil to report.</p> <p>Review Terms of Reference and Membership of Committee The following changes were noted for the 2017 Terms of Reference and Committee membership:</p> <ul style="list-style-type: none"> • Additional member for Medicine and Dentistry (Cairns) to be added – member for 2017 being Emma Carson. • Dr Carolyn Smith-Keune to replace Mrs Heather Welladsen as Member of the College of Marine and Environmental Studies. • Mrs Sue Reilly to replace Dr Carolyn Smith-Keune as Academic, College of Marine and Environmental Sciences. • Dr Aurelie Moya and/or Dr Peter Cowman replacing Mrs Cindy Huchery as Member of the ARC Centre of Excellence for Coral Reef Studies. • Objective Member – External Entity: Noted currently vacant due to resignation of previous member. <p><u>Resignation of External Member</u> Noted resignation of previous member, Mr Mykel Smith, due to restructure within the Council this role is no longer available. Discussion was held by the Committee on suitable replacements with a number of potential members not being eligible due to conflict of interests. Lynn Woodward to provide contact details for Drew Kleier to follow up regarding contacts at Queensland Health. TGH and Tropical Public Health Unit to be approached. All Committee members were asked to assist with any potential suitable members and advise Drew Kleier for follow-up.</p> <p>Schedule of Business and Proposed Dates 2017 Change to Schedule of Business around Review of Terms of Reference and Committee Membership from 01 to 04 Meeting to match item 12.1 in the Terms of Reference.</p> <p>Members noted no issues with the proposed dates. Secretariat to organise room bookings for the remainder of the year.</p> <p>2016 Biosafety Sub-Committee of HSEAC Annual Report Report was accepted by the Committee.</p> <p>Project Applications Form To add to action register as missed from the 02/16 Meeting action register, form is in relation to include Dual Use Legislation.</p>
	<p>ACTION ITEM:</p> <ul style="list-style-type: none"> • The revised Terms of Reference for 2017 were accepted with the following changes:

- Additional member for Medicine and Dentistry (Cairns) to be added – member for 2017 being Emma Carson.
- Dr Carolyn Smith-Keune to replace Mrs Heather Welladsen as Member of the College of Marine and Environmental Studies.
- Mrs Sue Reilly to replace Dr Carolyn Smith-Keune as Academic, College of Marine and Environmental Sciences.
- Dr Aurelie Moya and/or Dr Peter Cowman replacing Mrs Cindy Huchery as Member of the ARC Centre of Excellence for Coral Reef Studies.
- Objective Member – External Entity: Noted currently vacant due to resignation of previous member.
- Lynn Woodward to provide contact details regarding potential External Member at Queensland Health to Drew Kleier for follow-up.
- Committee members to provide any potential External Member details to Drew Kleier for follow-up.
- HSE Secretariat to book and send calendar invites for remaining Committee meetings for 2017.
- The BioSafety sub-committee recommends the acceptance of the 2016 Annual Report of the Biosafety Sub-Committee of HSEAC.
- Drew Kleier to update the Project Application Form regarding Dual Use Legislation.

Meeting closed at
Confirmed:



Chairperson
7 February 2017