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| PRESENT: | Geoff Gorton (Chairperson), Lynn Woodward, Cindy Huchery, Bill Leggat, Mykel Smith, Simon Leavers, Carolyn Smith-Keune, Heather Welladsen, Sue Kelly, Jodie Morris (Proxy) |
| ATTENDANCE: | Bec Part (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: | Catherine Rush, Chris Wright, Michelle Nethery |
| NOT PRESENT: | Alan Baxter |
| 2. MINUTES: | The minutes of Meeting (2-16) held on 9 May 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> No further update provided as an ongoing process. To remain open.</p> <p><u><i>PAN/RiskWare developing a reporting function for audit tool</i></u> Drew Kleier noted that the HSE Unit is currently waiting on PAN software to send through a contract for the reporting upgrade. The new reporting system will provide functionality to be able to extract information from the laboratory audits.</p> <p><i>Item 2 – Review of Autoclaves</i></p> <p>No progress - Chair to discuss with Dan Christie, DTES, regarding available “chipmunk” autoclave.</p> <p><i>Item 3 – OGTR Matters</i></p> <p><u><i>Procedures for PC1 Animal Facility (Bldg 86)</i></u> Drew Kleier to follow-up with biosafety representatives in regard to facility procedures.</p> <p><u><i>Co-Ordination of 2016 Lab Inspections (including Quarantine in Annual inspections)</i></u> Drew Kleier to book inspections. The laboratories that were inspected by the OGTR during 2016 will be excluded.</p> <p><i>Item 4 – OGTR Matters</i></p> <p><u><i>Pest Control – OGTR & Quarantine Laboratories</i></u> Nil Progress. Email OGTR and Quarantine lab managers regarding pest control requirements.</p> <p><i>Item 5 – Resources & Processes</i></p> <p><u><i>Implementation of BioSafety Procedure</i></u> Meeting conducted with Bill Leggat and Catherine Rush to discuss the implementation plan. Drew Kleier to circulate document to committee members.</p> | |

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| 4. | <p>OGTR MATTERS</p> <p><i>Audits, Approvals of Projects & Procedures</i></p> <p><u><i>NLRD3634-Baxter-Genetics of Autoimmune Gastritis – Expiry 31/8/2016</i></u> Alan Baxter notified that the NLRD is due to expire.</p> <p><u><i>OGTR Audit of JCU PC Facilities - Findings</i></u> Drew Kleier noted that Audits went well. Cairns audits to be circulated to committee members.</p> <p>Drew Kleier advised that Townsville had some minor actions that were noted – these related to GMO mice being sent to other facilities which had not been labelled as GMO; and biohazard waste bins stored within a facility that was not locked.</p> <p>Cairns also had minor items to be actioned. One laboratory had exposed chipboard under the bench; a NLRD not notified to the OGTR; and a lab that had been decertified was not notified to the OGTR.</p> <p>All actions have been completed.</p> <p><u><i>Dental BioSafety Representative – Vacant</i></u> Brenda Been (Team Leader Dentistry) has been requested to provide a new representative. This role maintains the D1 PC2 facility in Cairns.</p> <p><u><i>OGTR – Authorised Persons</i></u> The OGTR require an update to the list of Authorised Persons. Drew Kleier to see Catherine Rush.</p> <p><u><i>2015/2016 Annual Report to the OGTR</i></u> The annual report is due in September, the template from OGTR was received.</p> <p><u><i>Recertification of Cert 3496 (PC2 Lab D1.121)</i></u> Cert 3496 has been recertified.</p> <p><u><i>Cert 425 and 426 (Warren Lab)</i></u> Follow up required regarding the Warren laboratory now that Bill Warren is no longer with JCU.</p> <p><u><i>Autoclaves</i></u> The committee discussed appropriate temperature and cycle length for an autoclave with further discussion regarding waste streams occurring. Drew Kleier, Susan Kelly, Phill Walsh and Lynn Woodward to discuss.</p> <p>ACTION ITEM:</p> <ul style="list-style-type: none"> • Drew Kleier to follow up with Cairns Dental regarding biosafety representative. • Drew Kleier to contact Catherine Rush regarding update list of OGTR Authorised Persons. • Bill Leggat to follow up with Alan Baxter regarding the Warren Laboratory certification. • Discussion to occur between Drew Kleier, Susan Kelly, Phill Walsh and Lynn Woodward regarding autoclave requirements. |
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| 5. | <p>COMPLIANCE, OPERATIONAL ACTIVITIES & HAZARDS (PLANNING)</p> <p>Update on Sector & Industry HSE Standards & Practices</p> <p><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> Nil update. Hold over to next meeting</p> <p><i>89-004 Building Works and PC2 Compliance</i> The laboratory is operating as PC2 but may not meet all requirements of a PC2. Meeting to be held Wednesday to determine actions.</p> |
| | <p>ACTION ITEM:</p> <ul style="list-style-type: none"> • Meeting to determine requirements for building 89, room 004 between IBC and Estates. |
| 6. | <p>RESOURCES & PROCESS</p> <p><i>Institutional BioSafety Procedure - Implementation</i> See Action Register Item 5.0.</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>Business Arising - HSEAC The Chair provided an overview of the 2/16 meeting of HSEAC to the Committee.</p> <p>Paper provided to HSEAC outlining the OGTR requirements, recent inspections and what the institutional biosafety committee and its representatives do. HSEAC acknowledged the dedicated work of the IBC Committee.</p> <p>Test and Tag is now being managed by Estates in environments which are deemed hostile.</p> <p>Lab safety standard not yet seen by the committee. Drew Kleier to circulate.</p> |
| | <p>ACTION ITEM:</p> <ul style="list-style-type: none"> • Drew Kleier to circulate the laboratory safety standard to committee members |

Meeting closed at 10:46am

Confirmed:



Chairperson
19 July 2016