Faculty of Engineering  

Attend: Jade Kennedy, Roma Hamlet, Ian Laird, Kosta Konstantinov, Ron Marshall, Alex Remennikov, Darren Smith, Greg Tillman, Ellen Manning, Warren Rogers, David Willis, Deirdre Macdonald, Brian Monaghan, Bill Zealey

1. Preliminary Business

1.1 Apologies
Peter Wypych, Joanne George

1.2 Confirmation of Previous Minutes
Minutes from meeting 2/05 confirmed.

1.3 Action Items
Attached.

2. Reports

2.1 Hazard and Incident Reports
Sharp found in rubbish bin in Bld 2. Ellen Manning spoke to lab supervisor. Kosta to look at obtaining a sharps container.

2.2 University OH&S Committee Report
Demonstration had been held of on-line Risk Assessment system. A working party is looking at suggested strategies for the Smoking Policy. A working party has been set up to deal with possum issues. There had been a fire in Bld 41 which started by a vacuum gauge failure and overheating and melting of plastic.

2.3 School and Institute Safety Committee Reports
School Safety Committee minutes to be tabled at WAC meetings. Terms of reference for School Committees to be tabled at next WAC meeting. Outstanding WAC items should be referred to the School Committees.

2.3.1 Mechanical, Materials and Mechatronic Safety Committee
It was suggested manual emergency buttons should be installed in labs. The WAC Committee recommended this could be overcome by using the warning tag system and putting a warning tag on the door. Andrejz Calka had reported that academic staff are so overtaxed by 3pm they are unsafe.

2.3.2 Civil Mining and Environmental Safety Committee
Structure and terms of reference has been discussed. Next meeting Tuesday 25th May 2005.

2.3.3 Physics Safety Committee
No report.

2.4 Lab Safety Inspections
Devolved to School level and lab self-audits. Need someone to try this for self-audits. Faculty WAC discussed with the inspections are going to be held and inspected at the School level. This is to be part of the terms of reference of the Committees.

3. Faculty of Engineering WAC Issues

3.1 WAC Membership 2005
Bill Zealey to be the Physics Academic representative on the WAC Committee

4. Other Business
None.

Date of Next Meeting – 19th July 2005 – 2.30pm-3.30pm – 8.119.

R. Marshall
Chair
RM:REH 26.5.2005
# Faculty of Engineering- Workplace Advisory Committee

## Outstanding Action Items – Attachment to Minutes of meeting 17.5.05

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Discussion</th>
<th>Action</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dangerous Goods Licence</td>
<td>Need for improved software. On agenda since 10/2/04.</td>
<td>15/3 – On hold until 2nd half of year.</td>
<td></td>
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<td>4</td>
<td>Fume Cupboard in ISEM Lab</td>
<td>Concern that Fume Exhaust not working properly. On agenda since 25/5.</td>
<td>15/3 – Blds &amp; Gnds obtaining quotes on building a higher stack. G Tillman to request a meeting with the contractor before start of work. 17/5 – Blds &amp; Gnds will not cover the cost. Ron Marshall to discuss at HOS meeting.</td>
<td>Ron Marshall</td>
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<td>7</td>
<td>OH&amp;S Information Folders</td>
<td>Need to identify content and coverage. On Faculty priority list.</td>
<td>23/11 – Draft folder ready for user and WAC feedback. Copy procedures on back of form. Aim to implement before start of Autumn session 2005. D MacDonald and I Laird to follow-up. 15/3 No progress. Ian Laird to follow up. Folders to be presented at School Safety Committees. 17/5 - Information is on the computer in the EEC. Ian Laird will follow up.</td>
<td>Ian Laird</td>
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<tr>
<td>12</td>
<td>Safe Operating Procedures and Equipment Register</td>
<td>Need to develop across Faculty</td>
<td>8/2 – On priority list for 2005. 15/3 – Central web-based system by the end of the year. New OH&amp;S Coordinator to assist. 17/5/ - Ron Marshall looking into danger tags for Faculty equipment.</td>
<td>Ron Marshall</td>
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<td>13</td>
<td>Building Wardens for Bld 2, Bld 9, Blds 41 &amp; 42</td>
<td>Needed for Bld 2 Ground and 1st floor &amp; Bld 9</td>
<td>8/2 – Staff to be identified for Bld 2 by Bld 2 Comm Members, D Smith, R. Marshall 15/3 – Ron Marshall to contact potential wardens. D. Smith to look into wardens for Blds 41 &amp; 42. 17/5 – Ron Marshall to contact Ron Kinnell. Ellen Manning to contact OH&amp;S re TITR.</td>
<td>Ron Marshall, Ellen Manning</td>
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<tr>
<td>14</td>
<td>Risk Assessment Forms</td>
<td>Need to review current form</td>
<td>8/2 – Review by I Laird, W Zealey, K Konstantinov and D Smith 15/3 – No progress. New OH&amp;S Coordinator to assist. 17/5 – OH&amp;S have reviewed current form. New on-line system to be introduced. SWP will also go on-line.</td>
<td>Complete</td>
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<tr>
<td>15</td>
<td>Audit Training and Review of Inspection Form</td>
<td>Key staff need to be trained for conducting audits. A review of the current form proposed.</td>
<td>8/2 – J Romanowski to follow up on training with C Sharpe. J George, R Marshall and D MacDonald to review form. 15/3 – New OH&amp;S Coordinator to assist. 17/5 - Inspection forms are due for review. Ron Marshall to discuss with Ellen Manning. List of Labs and Supervisors to be given to Dean to request lab self-audits at HOS meeting</td>
<td>Ron Marshall, Ellen Manning</td>
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<tr>
<td>16</td>
<td>Laser Safety Training</td>
<td>Training for key staff.</td>
<td>8/2 – D Smith waiting for dates of training sessions. 15/3 – Ongoing – R Hamlet to send email to all staff to ascertain who needs training. 17/5 – Laser Safety Training has been organised. Greg Tillman to find out class of laser in is lab and the supervisor of the lab should do the training.</td>
<td>Greg Tillman</td>
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</tbody>
</table>

17 May, 2005
| 17 | Chemical Management | Review of Chemical Management in Faculty conducted by W Halford. | 8/2 – WAC to comment on report at next meeting.  
15/3 – New OH&S Coordinator to assist.  
17/5 – Chemwatch to be replaced with Chemalert. Every lab to have their chemical register and copies of risk assessments. Email to be sent to all engineering staff. Ellen Manning working on central chemical safety induction. | Ellen Manning |
| 18 | Ventilation in Photocopy Room – 4.123c | Need to solve problem. | 8/2 – R Marshall to follow-up with B&G.  
15/3 – R. Marshall to investigate purchase of security door for internal door.  
17/5 – Extraction fan has been installed. | Complete |
| 19 | Ventilation in Office – 8.115 | Risk assessment and hazard form completed. | 8/2 – J Romanowski sent to B Uy for comment.  
15/3 – B. Uy to comment.  
17/5 – Ron Marshall to discuss with Brian Uy | Ron Marshall |
| 20 | Faculty Safety Procedures | Feedback required. | 15/3 - Waiting guidance from OH&S Coordinator  
17/5 – Ellen Manning looking into this. | Ellen Manning |
| 21 | Broken Equipment | Danger tagging of broken equipment. | 15/3 – Ron Marshall to follow up with Keith Maywald  
17/5 – Ron Marshall to follow up with Keith Maywald. Ellen Manning looking at a Faculty procedure. | Ron Marshall  
Ellen Manning. |
| 22 | Academic Physics Rep on Committee | Academic Physics Representative needed | 15/3 – Ron Marshall to follow up at HOS Meeting  
17/5 – Bill Zealey to be representative | Complete |