Minutes of the meeting (2/2006) of the Workplace Advisory Committee held in Room 8.G08 on Tuesday 4th April 2006, at 2.30pm.

Attend:
Joanne George
Roma Hamlet
Jade Kennedy (Chair)
Kosta Konstantinov
Ian Laird
Ellen Manning
Ron Marshall
Peter Wypych
Greg Tillman

1. Preliminary Business
1.1 Apologies
Carroll Graham, Chris Lukey, Alex Remennikov, Bill Zealey

1.2 Confirmation of Previous Minutes – 1/2006
Confirmed.

1.3 Action from Previous Meeting – progress reports

<table>
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<tr>
<th>No.</th>
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<td>Need to develop across Faculty</td>
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<td>Danger Tagging System Complete</td>
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Audit Training and Review of Inspection Form

Key staff need to be trained for conducting audits. A review of the current form proposed.

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&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

21/5 – Ellen Manning to discuss with Dean.

18/10 – General Lab Form to be developed by modifying workshop form.

21/2 – Ellen to chase up Equipment Register. OH&S aiming for Risk Assessment training & then do inspections as experience. MMM School developed list of who has done training. Inspection forms to be completed by Supervisors. Agendas of School Meeting to include safety inspections.

4/4/06 – availability of refresher training. Trial inspection form being developed to cover issues in Environmental Labs.

Ellen Manning

School Safety Committee Minutes

To be placed on web

21/7 – Ellen Manning to discuss with Leonie McIntyre

18/10 – To be followed up.

21/2 – Carroll Graham to follow up 4/4/06 - Complete. Staff to be emailed.

Carroll Graham

Asphyxiation area 8.G02

Installation of gas sensors

21/2 – Ellen Manning to investigate.

4/4/06 - Blds & Gnds to be chased up.

Ellen Manning

Burning Smell in 4.142

Furnaces being cleaned by ramping temperature

21/2 – Ron Marshall to investigate need for exhaust system. ISEM users to determine likely components creating smell for hazardous substances by doing SWPs for furnaces.

4/4/06 – Minor works proposal has been submitted for exhaust fan. To be followed up.

Ron Marshall

Back Strain Injury

Area in Bld 4 only accessible up/down steps

21/2 – Ellen Manning to follow up request for ramp and handrail. 4/4/06 – Disability Services will call in a consultant. To be followed up.

Ellen Manning

OH&S Committee Minutes

21/2 – Ian Laird to give to Carroll Graham to table at School Safety Committee Meetings

4/4/06 – URL to be included in School Safety Committee Agendas

Roma Hamlet

2. Reports

2.1 Hazard and Incident Reports

<table>
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<tr>
<th>Incident</th>
<th>Date</th>
<th>Treatment</th>
<th>Lost Time</th>
<th>Cause</th>
<th>Risk</th>
<th>Action Taken / Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pain in neck/shoulders/back</td>
<td>15.1.2006</td>
<td>None</td>
<td>None</td>
<td>Improper working environment</td>
<td>Ergo</td>
<td>Assessment carried out.</td>
</tr>
<tr>
<td>Discomfort from workstation</td>
<td>16.1.2006</td>
<td>None</td>
<td>None</td>
<td>Workstation</td>
<td>H</td>
<td>Ergo assistance, new chair, take breaks &amp; stretches, change height of monitor</td>
</tr>
<tr>
<td>Back injury</td>
<td>22.2.2006</td>
<td>Moving/picking up equipment from under bench</td>
<td>M-H</td>
<td>Rearrange equipment, install shelving &amp; ensure equipment stored correctly with easy access</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor burn to face</td>
<td>3.3.2006</td>
<td>None</td>
<td>None</td>
<td>Hot metal chips from lathe hit face</td>
<td>M</td>
<td>Walk in designated walkways around workshop and always wear safety glasses</td>
</tr>
<tr>
<td>Cut to RH thumb</td>
<td>10.3.2006</td>
<td>First aid</td>
<td>None</td>
<td>Neck of Burette snapped when attempting to remove a tube</td>
<td>M</td>
<td>When removing plastic tube from pipe, cut tube rather than trying to pull it off.</td>
</tr>
<tr>
<td>Nausea &amp; headaches</td>
<td>15.3.2006</td>
<td>None</td>
<td>None</td>
<td>Possum urine odour in EEC</td>
<td>M</td>
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2.2. University OH&S Committee Report – I Laird
On-line Hazard Reports is almost ready to go. Trials to be run and then supervisor training to commence. OH&S Audit Summary for year was presented.

2.3. School and Institute Safety Committee Reports

2.3.1 CME Safety Committee
Access and after hours had been discussed. Inspections are behind schedule.

2.3.2 MMM Safety Committee
Minutes tabled. Inspections are commencing. Equipment register has been updated.

2.3.3 Physics Safety Committee
Leak in lab being chased up and inspections need to be carried out.

2.4 Lab Safety Inspections and Follow Up
Inspections to be a priority and the Dean to discuss with Heads of School.

4. Faculty of Engineering WAC Issues
- Security door in Bld 4 Foyer poses a danger when opening as persons behind door unable to be seen. WAC recommendation that wooden door be replaced with a glass door. Ellen Manning to follow up with David Anderson.
- Bld 4 ground floor toilets – Odour from toilets is still an issue. Blds & Grounds are working on this.

3. Other Business
- Ellen Manning tabled a summary of her activities for past twelve months.
- WAC targets and goals for 2006.
- Alcohol Guidelines for Student Events pack has been put together for students to access. All Faculty BBQs now have a fire extinguisher.

4. Date of Next Meeting
Tuesday 6th June 2006, 2.30pm, Room 8.G08
## Faculty of Engineering- Workplace Advisory Committee 02/06

### Outstanding Action Items

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| 9 | Security Door in Bl 4 Foyer | Hazard | 4/4/06 – Unable to see persons behind door when opening. Suggested door be made of glass. To be followed up with David Anderson. |
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