SCHOOL OF MECHANICAL, MATERIALS & MECHATRONIC ENGINEERING SAFETY COMMITTEE MEETING

Minutes of the School of Mechanical Materials & Mechatronic Engineering Safety Committee Meeting (1/2007) held on Tuesday, 6th March, 2007 at 2.30pm in Room 8.119

Attendance: Prof Kiet Tieu (Chair)
A/Prof Peter Wypych
Greg Tillman
Julie Curcio (secretary)

1. Preliminary Business

1.1 Apologies
Joy de Mestre, Ellen Manning

1.2 Confirmation of Previous Minutes – 4/2006
Confirmed.

1.3 Action from Previous Meeting and progress reports

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Item</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Mar 07</td>
<td>Lab Supervisors/Ellen Manning</td>
<td>High Risk Equipment Register</td>
<td>Ellen to attend</td>
</tr>
<tr>
<td>6 Mar 07</td>
<td>Jade Kennedy</td>
<td>Equipment Registration Form</td>
<td>Peter has rated all his equipment and forwarded the form to Jade. Peter will resend his list again and ask Jade to update the list. Greg also has provided SWP for his equipment but there is no date on the list, he will resend the forms.</td>
</tr>
<tr>
<td>6 Mar 07</td>
<td>Equipment Users/Supervisors</td>
<td>Safe Working Procedures</td>
<td>Ongoing process</td>
</tr>
<tr>
<td>6 Mar 07</td>
<td>Lab Supervisors/Ellen Manning</td>
<td>Lab/School Safety Manuals to be put on the web</td>
<td>Supervisors to send manuals to Ellen Manning</td>
</tr>
<tr>
<td>6 Mar 07</td>
<td>Lab Supervisors</td>
<td>OHS requirements for Lab Classes</td>
<td>At present risk assessments are not completed when commencing practical work. Greg would like risk assessments incorporated into any new lab experiments. Kiet Tieu to raise issue at next MMM school meeting to ascertain what is required.</td>
</tr>
<tr>
<td>6 Mar 07</td>
<td>Joy de Mestre</td>
<td>Water Leaking Building 1, Xray room</td>
<td>David Wexler has replied via email to Joy regarding the recirculating water system. The incident occurred due to overpressure in the pipes, causing one of the pipes to blow and flood the x-ray lab. David has spoken to John Montagner regarding installing a water pressure monitor, however this can’t be done until the problem of installing a proper recirculating water system in Building 1 and the XRD suite is resolved. Kiet was under impression that funding has been approved for a new chiller system.</td>
</tr>
<tr>
<td>6 Mar 07</td>
<td>Ellen Manning</td>
<td>Safe Working Procedures</td>
<td>Procedures and forms are to be placed on the WEB. Ellen to check that all SWP’s that have been passed to her are on the web.</td>
</tr>
</tbody>
</table>

2. Reports

2.1 Hazard and Incident Reports

<table>
<thead>
<tr>
<th>Incident/Hazard</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>Cracked window in Greg’s materials lab in building 1</td>
<td></td>
<td>Nil</td>
<td></td>
<td>Medium</td>
<td>Lexon window and cover over press installed. Face shield required to use equipment.</td>
<td></td>
</tr>
</tbody>
</table>

2.4 Lab Safety Inspections and Follow Up
Peter has completed his Lab Safety Inspections and is still waiting for a response from Jade regarding his corrective actions. The deadline for corrective actions is 16 March 2007.

3. Other Business

3.1 Dr Kristin Carpenter wishes to stand down as student representative for the Steel Group. Professor Kiet Tieu to organise for new student OH&S representative.

3.2 Professor Kiet Tieu read out Ellen Manning’s email dated 2/3/2007 regarding the terms of reference for the school safety committee meetings.

3.3 Professor Kiet Tieu was re-elected as chair of the MMM School Safety Committee.

3.4 Ellen Manning was unable to attend the meeting however she submitted the following OH&S report:

- Workcover Audit Dates – Workcover have confirmed the audit of the UOW OHS management system against Self-Insurer requirements from 18-22 June. The areas and elements to be audited will be decided in April.

- Training – OHS training dates are available on the web. Upcoming courses are below:
  - Senior First Aid (SFA) – Student SFA course has been advertised but date change is expected due to clash with lectures and low nomination rate.
  - Staff Senior First Aid – 23 April 2007
  - Hazard and Incident Reporting – 19 March 2007
  - Safe Work Procedures – 9 March 2007
  - Manual Handling and Back Care – 19 April 2007
  - Radiation Safety – unsealed sources, 12/13 March 2007 cost $280.00 per person
  - Biosafety – 21 May 2007

- XRD/XRF training was held on 26th February 2007 – all attendees passed with congratulations to Germanas Peleckis and Kristin Carpenter for the highest results.

- Laser Safety training was cancelled for the 19th February 2007 due to low numbers. Further investigation required to determine reason for low numbers – was this due to:
  1. funding?
  2. inappropriate date?
  3. other?

- Workplace Inspections – Self inspection forms for laboratories and workshops to be returned by 16th March. Office self-inspections scheduled for May 2007.

- OHS presentations to Engineering Students:
  - Eng 452/453 – 10 minute presentation on 27th February 2007
  - HDR students – brief talk to students with 1 hour presentation to HDR students on 28th March 2007

- Reminder that the Faculty Induction form should be used for all new staff and research students. Local area induction is also required to identify the specific hazards and issues for the area. All inductions are to be recorded and to include documentation of items included and signed off by person carrying out the induction which could be the supervisor or equipment / area trainer.

- MMM – Review of corrective actions from OHS Verification report dated June 2006, follow up meeting to be organized.

3.4 Professor Kiet Tieu was concerned people on the MMM Safety Committee did not attend today’s meeting or forward their apologies. Everyone was advised on the committee by email of today’s meeting and forwarded a copy of the agenda.

3.5 Greg Tillman has taken over the role of technical support officer for the Heat Treatment Lab room 1:125. The academic supervisors for that lab are David Nolan and Andrzej Calka.

4. Date of Next Meeting: 1st May, 2007
## MMM Safety Committee
### 01/07
#### 6th March 2007

**Professor Kiet Tieu**  
**Chair**

<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>High Risk Equipment</td>
<td>Equipment Register Form to show a prominent box for marking High Risk Equipment</td>
<td>Ellen to attend</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Equipment Register</td>
<td>Jade has provided an updated list of those in MMM who have not submitted their forms. Also need to find out what the E risk ranking stand for. Some of the equipment listed is owned by Professor Dou – Julie to ask Prof Dou to complete Risk Assessments. Greg and Geoff Spinks photographed different equipment in the labs and found out the owners – they need to find out where the photo’s went to.</td>
<td>Jade to attend</td>
<td>Ongoing</td>
</tr>
<tr>
<td>3</td>
<td>Safe Working Procedures</td>
<td>Supervisor of equipment to complete the Safe Work Procedure Form and forward completed form to Ellen for posting on the web.</td>
<td>Supervisor of Equipment to complete</td>
<td>Ongoing</td>
</tr>
<tr>
<td>4</td>
<td>Safety Manuals</td>
<td>Stuart to chase up Thermodynamic Lab Manual and forward copy to Ellen</td>
<td>Stuart Rodd to attend</td>
<td>Ongoing</td>
</tr>
<tr>
<td>5</td>
<td>OHS Requirements for Lab Classes</td>
<td>Risk assessments conducted before any lab work commences. Kiet to ask at School meeting.</td>
<td>Kiet Tieu to attend</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Water Leaking Bldg 1, X-ray room</td>
<td>David Wexler to complete an incident report</td>
<td>David Wexler to attend</td>
<td>Ongoing</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
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<td></td>
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