FACULTY OF ENGINEERING WORKPLACE ADVISORY COMMITTEE MINUTES 6/2007

Minutes of the meeting (6/2007) of the Workplace Advisory Committee held in Room 1:105 on Tuesday 6th November 2007, at 1.30pm.

Attend:
Ron Marshall (Chair) Tara McIntyre
Greg Tillman Joy de Mestre
Kosta Konstantinov
Ellen Manning

1. Preliminary Business

1.1 Apologies
Peter Wypych, Alex Remennikov, Stuart Rodd, Joanne George, Ian Laird, Brian Monaghan, Roma Hamlet

1.2 Confirmation of Previous Minutes – 5/2007
Confirmed.

1.3 Action from Previous Meeting – progress reports

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Discussion</th>
<th>Action</th>
<th>Complete</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Back Strain Injury</td>
<td>Area in Bldg 4 only accessible up/down steps</td>
<td>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. 18/7 – Minor works not to be done this year. Budget for next year to be drawn up Sept/Oct. To be followed up. 29/8 – Disability Services have recommended ramp. On Minor works for 2007. 5/12 – 27/2 Ongoing 17/4/07 – 31/7/07 Work scheduled to commence 18/9/07 – Ellen to email Buildings &amp; Grounds requesting job number. 6/11/07 – Ongoing, to complete by end of 2007</td>
<td>Ellen Manning</td>
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<tr>
<td>2</td>
<td>Bld 6 Ramp</td>
<td>Disability ramp required</td>
<td>18/7 – Workshop to build ramp. Disability Services to be contacted for advice. 29/8 – Waiting for quote from Disability Services. Ellen Manning to follow up. 24/10 – New Student Disability Liaison Officer has taken this matter up. 5/12 – Ron Marshall to discuss update with SLEDSLO 27/2/07 – 13/6/07 Ongoing 31/7/07 – is EEO responsibility, bldg eventually to be demolished, temp ramp &amp; permanent ramp not advisable. It was recommended that 2 people help lift student in and out of room 18/9/07 – Waiting for new Building 6. Ellen to enter into Safety Net. 6/11/07 – Ellen to attend to</td>
<td>Ellen Manning</td>
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<td>3</td>
<td>Environmental Lab</td>
<td>1st Floor Building 8</td>
<td>31/7/07 – due to refurbishment there is only 1 entrance (fire entrance) to 1st floor &amp; lab. For emergency exit there needs to e clearing of bags, etc. from lab entrance. Ron to attend. Joanne also needs a mobile phone for any emergency. 18/9/07 – Ron Marshall to discuss with Joanne George 6/11/07 – Complete</td>
<td>Complete</td>
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2. Reports

2.1 Hazard and Incident Reports
Reports tabled and Ron Marshall to follow-up.
Ron Kinnell be asked to do a incident report for the fire in ISEM battery lab.
It was discussed that the safety culture among ISEM academics was poor and that there is a need for more tech staff supervision in the labs.
It was advised that all near misses, hazards, etc, no matter how small, need to be officially reported on an incident form.

2.2 University OH&S Committee Report – I Laird
No report this meeting, committee member absent.
2.3. School and Institute Safety Committee Reports
2.3.1 CME Safety Committee
   No report
2.3.2 MMM Safety Committee
   Report submitted.
2.3.3 Physics Safety Committee
   No report.

2.4 Lab Safety Inspections and Follow Up
Lab Self-Inspections and Follow-up times to be included in the 2008 Faculty Meeting schedule.
Des Jamieson working on database to be more user friendly

3. Faculty of Engineering WAC Issues
3.1 Procedure for ordering chemicals and equipment.
   - Chemicals – initially check MSDS for risk score for chemical (amber or red on Chem Alert). If MSDS is unavailable on Chem Alert send MSDS electronically to Ellen. Check or enter requirements for handling, storage, transport and use of chemical.
   - Equipment – risk assessment should be completed for the equipment to identify the safety requirements.
   - Regarding Large Equipment - Any doubt by Admin. Staff, return Purchase Order to owner or supervisor.

3.2 Incident Investigation Report – Silane Gas Cylinder
   - Report given to Professors Dou & Cook
   - BOC agree label not appropriate so will review it
   - Ellen awaiting a response from BOC
   - BOC has agreed that any chemical with a high risk, a joint risk assessment to be done

4. Other Business
4.1 ISEM Moving to Innovation Campus next year
   Kosta Konstantinov asked the procedure for moving equipment. It was advised to contact Buildings and Grounds and book attendants.

4. Date of Next Meeting – Tuesday 4th December, 2007 Room 1:105.