

FACULTY OF ENGINEERING WORKPLACE ADVISORY COMMITTEE MINUTES 7/ 2007

Minutes of the meeting (1/2008) of the Workplace Advisory Committee held in Room 8.114 on Tuesday 4th March, 2008, at 2.30pm.

Attend:

Ron Marshall (Chair)	Ellen Manning
Jose Humberto Dominguez Davila	Tara McIntyre
Roma Hamlet	Mark Reid
Oliver Kennedy	Greg Tillman
Ian Laird	Bill Zealey

1. Preliminary Business

1.1 Apologies – Brian Monaghan, Peter Wypych, Joanne George

1.2 Confirmation of Previous Minutes – 7/2007

Confirmed. New Lab Assistant has started.

1.3 Action from Previous Meeting – progress reports

No.	Item	Discussion	Action	Complete
1	Back Strain Injury	Area in Bldg 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. 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 & Grounds requesting job number. 6/11/07 – Ongoing, to complete by end of 2007 4/12/07 – Meeting held with Blds & GnDs. Work to commence after exams. 4/3/08 – Ramp complete	Complete
2	Bld 6 Ramp	Disability ramp required	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 & 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 4/12/07 – Incident Report submitted on-line. Noted on Central OHS Report as an outstanding agenda item. 4/3/2008 – Ellen following up with Disability Unit Confirm when student using lab and Dean to raise this with the VC. Outstanding action to be reported to OHS Committee.	Ron Marshall
3	Safety Inductions	Inductions for new students & staff	4/12/07 – Working party set up of Ron Marshall, Joanne George & Ellen Manning	Working Party
4	Ramp & Roller Door for Civil High Bay	Ramp & automated roller door required	4/12/07 – Ramp required from High Bay to courtyard and roller door to be automated. Alan Grant to follow up with Blds & GnDs. 4/3/08 – Fernando Escribano following this up.	Ian Laird
5	Lab Practices		4/12/07 – Safe lab practices are a concern. Dean to be notified. 4/3/08 – Lock of 4.G45 has been changed & Dean has put a procedure in place to record & limit access.	Complete

2. Reports

2.1 Hazard and Incident Reports

Tabled and discussed as follows:

Strong Chemical Smell in 1.G09/G10 – sink drain was cleaned by Plumber. Ellen Manning to send email to All Engineering re disposing of hazardous waste.

Trip down stairs outside Bld 35 – reported to Buildings & Grounds

Slip in Bld 15 foyer – water on foyer floor from blocked drains. Recommend to Blds & GnDs restricted access during heavy rain.

2.2. University OH&S Committee Report –I Laird

Working Party has been formed for new buildings – no planning discussion with Technical Staff in the past. Safety Policy adopted to bring in line with legislation. WAC Survey analysis discussed. Injuries & lost time injuries have reduced dramatically. Medically treated injuries have increased. Outstanding WAC actions longer than six months to be reported to OH&S Committee.

2.3. School and Institute Safety Committee Reports

2.3.1 CME Safety Committee

WAC module training required for some members of committee. Increase in numbers of students this year in lab classes is a concern. This will be discussed at the School Meeting.

2.3.2 MMM Safety Committee

Ellen Manning met with Paul Cooper to discuss School OHS requirements and Safe Work Practices in labs. Flow chart has been put together of faculty safety processes to be discussed at HOS meeting.

2.3.3 Physics Safety Committee

E-tagging required in labs. Rodney Vickers has requested admin assistance to transfer MSDS' onto ChemAlert. There was concern regarding possible asbestos in Bld 15 walls. Ellen Manning reported the University has an asbestos register and there is a safe work procedure for contractors.

2.4 Lab Safety Inspections and Follow Up

On schedule for 2008

3. Faculty of Engineering WAC Issues

Current electrical e-tagging system needs review, particularly in high risk areas such as workshops. Many electrical leads have been sighted that are either not tagged or the tag is out of date. Ellen Manning and Ron Marshall to check electrical safety guidelines on OHS website and discuss with Darren Smith.

4. Other Business

- Nitrogen use by Bluescope in TEM lab – Bluescope will partially fund gas sensor. Greg Tillman to discuss funding with Paul Cooper and set-up with Julie Gray as Biological Science have a system in place.
- Safetynet SWP is now on-line.
- Discussion on emergency procedure for tutorials – recommended emergency evacuation procedure carried out during first tutorial for each class as well as first lecture.

5. Date of Next Meeting

Tuesday 22nd April 2008

FACULTY OF ENGINEERING WAC COMMITTEE MEETING 01/08 OUTSTANDING ACTION ITEMS

No.	Item	Discussion	Action	Complete
1	Bld 6 Ramp	Disability ramp required	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 & 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 4/12/07 – Incident Report submitted on-line. Noted on Central OHS Report as an outstanding agenda item. 4/3/2008 – Ellen following up with Disability Unit Confirm when student using lab and Dean to raise this with the VC. Outstanding action to be reported to OHS Committee.	Ron Marshall
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4	Disposal of Hazardous Waste		4/3/08 – Strong Smell in Bld 1 Lab. Email to be sent to All Engineering re disposal of hazardous waste	Ellen Manning
5	Water on Floor		4/3/08 – Water on floor of Bld15 foyer causing slip hazard. Recommend to Bld & Gnds restricted access during heavy rain.	
6	E-Tagging		4/3/08 – E-tagging out of date. Ellen Manning & Ron Marshall to discuss with Darren Smith	Ellen Manning & Ron Marshall
7	Nitrogen use in TEM		4/3/08 – Bluescope to partially fund gas sensor. Greg Tillman to discuss with Paul Cooper & Julie Gray	Greg Tillman
8	Emergency Evacuation Procedure		4/3/08 – Recommended Emergency Evacuation Procedure carried out during first tutorial for each class as well as first lecture.	

