Minutes of the School of Engineering Physics / ISEMSafety Committee Meeting (1/2008) held on Tuesday, 26th February, 2008 at 2.30pm in Room 1.105

Attendance:
Mr Duncan Fisher  Dr Alexey Pan  
Dr Josip Horvat  A/Prof Rodney Vickers (Chair)  
Dr Michael Lerch  A/Prof Bill Zealey  
Ms Lin Lu (Student Rep)  

1. Preliminary Business
   1.1 Apologies
   Ellen Manning and Kosta Konstantinov.  
   1.2 Confirmation of Previous Minutes – Minutes of the meeting 4/2007 confirmed.  
   1.3 Action from Previous Meeting – progress reports.

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| 12th Sep 06 | Roger Lewis                | Signage for authorised lab users to be put onto lab doors.  
6/3 – Continuing Item  
31/7 – Continuing item.  
25/9 – Continuing item.  
26/2 – Action Completed. | Rodney Vickers and Michael Lerch to follow up.  
| 1st May 07  | Ellen Manning & Rodney Vickers | General safety awareness course for Physics involving the Management of Safety to be conducted mid-year.  
31/7 – During 1st week of exams. Date to be decided upon release of exam timetable.  
25/9 – 1 hour awareness course to be organised.  
26/2 – Action Completed. | Awaiting release of exam timetable.  
25/9 – Ellen and Rodney to work out best date for Awareness Course. |
| 31st July 07 | Michael Lerch              | Lab Door in 15.106 not in working order.  
25/9 – Continuing.  
26/2 – Michael has reported problem to Buildings and Grounds – Action Completed. | Michael Lerch to submit Work Requisition to Buildings & Grounds to have work completed. |
| 31st July 07 | Rodney Vickers             | Need to transfer hard copies of MSDS to the online database. Administration help required.  
25/9 – Continuing item. | Rodney Vickers to approach Lorelle Pollard for administration help for transfer of data. |
| 25th Sept 07 |                             | Chemical inventory needs to be updated onto Chem Alert for each lab. – Decision to be made on who is responsible for updates to database.  
26/2 – Ongoing Item. |                          |
| 31st July 07 | Rodney Vickers             | Staff Radiation Licenses.  
25/9 – Continuing item.  
26/2 – Bill Zealey has a current Radiation License – Action Completed. | Rodney to check the status of staff radiation licenses. |
| 31st July 07 | Ellen Manning              | New procedure to the WAC for Risk Assessments & MSDS to be submitted via soft copy.  
25/9 – Continuing item.  
26/2 – Action Completed. | Ellen to forward to the WAC. |
| 31st July 07 | Ellen Manning              | Email to be sent regarding safe handling and storage of gas cylinders following incident report submitted for Building 2.  
25/9 – Ron Marshall setting up storage procedures for gas cylinders.  
26/2 – Action Completed. | 25/9 - Ellen Manning to send expressions of interest for gas cylinder training.  
- Ellen to organize laminated cylinder safety signs for labs. |
| 25th Sept 07 | Ellen Manning              | First Aid Officer information needs to be updated in all labs.  
26/2 – Continuing Item. | Ellen to follow up. |
2. Reports

2.1 Hazard and Incident Reports
Hazard and Incident reports for Buildings 2, 4 & 15 tabled and discussed. Bill Zealey to approach the WAC Committee to discuss the risk register and the need to be able to distinguish between the urgency of register listings and the need to know the location of the incident/hazard so we can determine whether our committee is responsible for action on these items.

Risk register report for Building 15 showed a problem with the entry area at the bottom of the fire stairs where when it rains the floor floods and becomes very slippery and dangerous. This was discussed and it was determined that there is an urgent need to have the risk eliminated completely.

Hazard identified in 2nd and 3rd year Physics labs – Wasp nests. Bill Zealey will contact Buildings and Grounds.

It was identified that the staff workstation in the 3rd year lab is not ergonomic. Duncan Fisher and George Takacs to fix.

2.2 Lab Safety Inspections and Follow Up
The Lab Safety Inspection for Building 41 – 1st, 2nd and 3rd Year Physics Labs have been completed by Bill Zealey and Duncan Fisher.

Discussion about Lab Safety Inspections to go to Physics School Meeting – to be added to School Committee agenda.

Lab Self Inspections to be scheduled for the recess break. Bill Zealey will assist Lab Supervisors with lab safety inspections.

3. Other Business

3.1 Verification Audit
The verification audit to be moved from March to the second quarter of 2008 due to short notice.

3.2 SWP
It was reported that the safe work procedures are now online and available for staff via SafetyNet on the Intranet.

It was discussed that 2nd and 3rd year lab supervisors are to organise SWP for student experiments in the labs.

3.3 OHS Training
List of OHS training courses tabled by Rodney Vickers. (Attachment 1) Duncan Fisher to attend SWP course and Senior First Aid course. Michael Lerch to attend Radiation Safety course.

Rodney Vickers to email all Physics and ISEM staff about attendance at the SWP course.

3.4 Isotope Handling
Rodney Vickers has attended a Student Introduction where isotope record keeping was discussed.

Michael Lerch and George Takacs to look at developing a procedure for isotope record keeping in the student labs.

Rodney Vickers
Chair
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<td>26th Feb 08</td>
<td>Rodney Vickers</td>
<td>Safety signs to be put on all lab doors.</td>
<td>Rodney Vickers and Michael Lerch to organise.</td>
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<td>26th Feb 08</td>
<td>Rodney Vickers</td>
<td>New database for Risk Assessments &amp; MSDS – develop a link between purchasing and recording of Risk Assessment and MSDS information.</td>
<td>Discuss with Ellen.</td>
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<td>Wasps in 2nd &amp; 3rd year labs.</td>
<td>Bill Zealey to contact Buildings &amp; Grounds.</td>
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<td>Workstation in 3rd year lab.</td>
<td>Duncan Fisher and George Takacs to fix.</td>
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<td>E-tags in Building 41 labs out of date.</td>
<td>Rodney Vickers to discuss with Ellen.</td>
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<td>SWP to be developed for student experiments in labs.</td>
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<td>SWP training attendance.</td>
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