



SCHOOL OF ENGINEERING PHYSICS / ISEM SAFETY COMMITTEE MEETING

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 Josip Horvat
Dr Michael Lerch
Ms Lin Lu (Student Rep)

Dr Alexey Pan
A/Prof Rodney Vickers(Chair)
A/Prof Bill Zealey

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.

Date.	Name	Item	Action
12 th Sept 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. 25/9 – Rodney Vickers submitted requisition for lab signage. Passed onto Tara for action.
1 st 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 1 st 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.
31 st 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.
31 st 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.
25 th 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.	
31 st 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.
31 st 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.
31 st 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.
25 th 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

ACTION ITEMS

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31 st 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.
25 th 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.	
25 th Sept 07	Ellen Manning	First Aid Officer information needs to be updated in all labs. 26/2 – Continuing Item.	Ellen to follow up.
26 th Feb 08	Rodney Vickers	Safety signs to be put on all lab doors.	Rodney Vickers and Michael Lerch to organise.
26 th Feb 08	Rodney Vickers	New database for Risk Assessments & MSDS – develop a link between purchasing and recording of Risk Assessment and MSDS information.	Discuss with Ellen.
26 th Feb 08	Rodney Vickers	First aid officer information needs to be updated in labs.	Discuss with Ellen.
26 th Feb 08	Bill Zealey	Wasps in 2 nd & 3 rd year labs.	Bill Zealey to contact Buildings & Grounds.
26 th Feb 08	Rodney Vickers	Workstation in 3 rd year lab.	Duncan Fisher and George Takacs to fix.
26 th Feb 08	Rodney Vickers	E-tags in Building 41 labs out of date.	Rodney Vickers to discuss with Ellen.
26 th Feb 08	Rodney Vickers	SWP to be developed for student experiments in labs.	Lab supervisors to develop SWP.
26 th Feb 08	Rodney Vickers	SWP training attendance.	Rodney to email staff about attendance at SWP training.