



SCHOOL OF MECHANICAL, MATERIALS & MECHATRONIC ENGINEERING SAFETY COMMITTEE MEETING

Minutes of the School of Mechanical Materials & Mechatronic Engineering Safety Committee Meeting (4/2007) held on Tuesday, 26th February, 2008 at 2.30pm in meeting room Building 8:114.

Attendance: A/Prof. Paul Cooper
A/Prof. Peter Wypych
Dr. Brian Monaghan
Joy de Mestre (secretary)
Ellen Manning
Stuart Rodd

1. Preliminary Business

1.1 Apologies

Greg Tillman

1.2 Confirmation of Previous Minutes – 4/2007

Confirmed.

1.3 Action from Previous Meeting and progress reports

Date.	Name	Item	ACTION
26 th Feb 08	Ellen manning & Stuart Rodd	An updated list of High Risk Equipment to be supplied	List Provided by Tara Stuart Rodd to update list with respect to items listed in workshop and SWP already in place. Ellen to consult with Tara re data entered and system used Ellen to report back to Paul Cooper by end of next week 7/3/08
26 th Feb 08	Paul Cooper	Safe Work Procedures	A reminder to be sent to all lecturers and supervisors of labs re OHS procedures and Safe Work Procedures
26 th Feb 08	Joy de Mestre	Locking of 1:G09/10/11 when Greg Tillman finishes for the day as students are still working there	Action taken and alternate measures put in place. Recommended that a master key for the labs be given to Brian Monaghan Joy to generate form for key to be issued.
26 th Feb 08	Ellen Manning	Warden Building 8	Building 8 refurbishment now complete. Ellen to review recruiting warden(s) for the building.
26 th Feb 08	Ellen Manning/Paul Cooper	Risk Assessments	Recommended Tara check the MMM Subject Outlines for subjects that use labs and a follow-up for risk assessments done.

2. Reports

2.1 Hazard and Incident Reports

Report attached (obtain report from OH&S web page)

Incident/Hazard	Date	Treatment	Lost Time	Cause	Risk	Action Taken / Recommendation
Bldg 6 Laceration to small finger on right hand	21/9/07	Covered with bandage		Torch slipped	Medium	Ensure appropriate PPE when oxy-acetylene cutting
No disabled access to Bldg 6/G24 (Thermo lab) for wheelchair student. Now	6/11/07					Ellen spoken to OHS manager and he is following-up

being listed by 2 persons to gain access						
When cutting 50x50 RHS on bandsaw felt sharp pain in right shoulder	18/12/07				Negligible	To cut 50x50 sections to drop saw
Injured back while lifting and moving equipment in lab.	31/1/08				Medium	Attend Dr. appointment as scheduled
Strong chemical smell in rooms 1/G09/10. Possibly from drain		Water poured down the drain			Medium	Contacted B & G Ellen to send a reminder message re waste disposal
Furnace tube built up pressure & end caps were blown off pushing glass tube out of furnace causing an unknown gas to be emitted	30/11/07					Researchers must fill out furnace users log book and be made aware of safe working procedures.

2.4 Lab Safety Inspections and Follow Up

A lab supervisor/inspections file provided by Tara. This was not in order.

Similarly the equipment register was not accurate – many SWP's missing, incorrect allocation of responsibility, etc.

Ellen to expedite bringing Eng OH&S database up to working order.

3. Other Business

There was extensive discussion on a wide range of issues.

- The School needs to fully implement measures agreed to in the past with respect to Laboratories, risk assessments and safe work procedures.
- Mechanical labs need signage for all their labs – Ellen to provide Paul with example signs and
- Thermo and Fluids lab needs a replacement supervisor – Paul to nominate.
- Eng OH&S Website needs updating (a lot of documents appear to be out of date). Need to discuss at Dean/HoS level – Ellen to expedite.
- Lab manuals need to be in place for all labs under Mechanical discipline
- Soft copies of lab manuals need to be supplied to Ellen – Joy to chase the MRL one.

Ellen supplied a list of Safety courses being run this session

4. Date of Next Meeting: 15/04/08

A/Professor Paul Cooper
Chair

Action Items

No.	Item	Discussion	Action	Complete
15 th Apr 08	Ellen Manning/Stuart Rodd	An updated list of High Risk Equipment to be supplied	List Provided by Tara Stuart Rodd to update list Ellen to consult with Tara re data entered and system used Ellen to report back to Paul Cooper by end of next week 7/3/08	Ongoing
15 th Apr 08	Paul Cooper	Safe Work Procedures	A reminder to be sent to all lecturers and supervisors of labs re OHS procedures and Safe Work Procedures	Ongoing
15 th Apr 08	Joy de Mestre	Locking of 1:G09/10/11 when Greg Tillman finishes for the day as students are still working there	Action taken and alternate measures put in place. Recommended a master key for the labs be given to Brian Monaghan	Ongoing
15 Apr 08	Ellen Manning	Warden Building 8	Building 8 now complete. Ellen to review appointing a warden	Ongoing
15 th Apr 08	Paul Cooper	Supervisor Thermo & Fluids Lab	Paul to find a replacement	Ongoing
15 th Apr 08	Ellen Manning	Eng Web website – need to check content is appropriate and up to date	Ellen to expedite and discuss with Dean/HOSs	Ongoing
15 th Apr 08	Joy de Mestre	Safety Manuals missing from web	Joy to chase up the MRL manual	Ongoing
15 th Apr 08	Ellen Manning	Safety Signage missing from Mech. Labs	Ellen to provide Paul copies	Ongoing
15 th Apr 08	Ellen Manning	Smells in Labs	Ellen to send a reminder message to staff re waste disposal	Ongoing