

## FACULTY OF ENGINEERING WORKPLACE ADVISORY COMMITTEE MINUTES 2/ 2008

Minutes of the Faculty of Engineering Workplace Advisory Committee meeting (2/2008) held on Tuesday, 20th May 2008. 2.30pm, Room 8.114

<b>Present:</b> Ron Marshall (Chair) Jose Humberto Dominguez Davila Joanne George Roma Hamlet Oliver Kennedy Kosta Konstantinov	Ellen Manning Tara McIntyre Peter Wypych Mark Reid Alex Remennikov Greg Tillman Bill Zealey
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### 1. Preliminary Business

1.1 Apologies – Ian Laird

1.2 Confirmation of Previous Minutes – 2/2008  
Confirmed

1.3 Action from Previous Meeting – progress reports

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 SLEDSL0 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. 20/5/08 - EED Access Report is being carried out across the University. Ron Marshall to take this issue HOS Meeting	Ron Marshall
2	Safety Inductions	Inductions for new pg students, staff & honours students	4/12/07 – Working party set up of Ron Marshall, Joanne George & Ellen Manning 20/5/08 - PG inductions are happening individually. UG Thesis induction was carried out. Bill Zealey to be added to Working Party.	Working Party
3	Ramp & Automated 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. 20/5/08 - Ongoing. Ian Laird to report to next meeting.	Ian Laird
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 20/5/08 - Email sent	Complete
5	Water on Floor		4/3/08 – Water on floor of Bld15 foyer causing slip hazard. Recommend to Blds & GnDs restricted access during heavy rain. 20/5/08 - Discussed	Complete
6	E-Tagging		4/3/08 – E-tagging out of date. Ellen Manning & Ron Marshall to discuss with Darren Smith 20/5/08 - New E-tagger trained, commencing Monday. Tara has list of labs requiring e-tagging.	Complete
7	Nitrogen use in TEM		4/3/08 – Bluescope to partially fund gas sensor. Greg Tillman to discuss with Paul Cooper & Julie Gray 20/5/08 - Nick Mackie to discuss with 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. 20/5/08 - Emergency Signage required for some rooms. Email to Subject Coordinators and to be discussed at HOS Meeting	Ron Marshall

### 2. Reports

2.1 Hazard and Incident Reports

Broken stools in Physics Teaching Labs to be replaced. Manufacturer of Paper Towel Dispensers to be contacted by Buildings & Grounds regarding sharp edges. Microwave in Building 2 kitchen has been moved to a lower shelf to make removal of hot items safer.

## 2.2. University OH&S Committee Report – J. George

University has received a fine from WorkCover re non-use of guards on equipment. All Buildings & Grounds equipment has now been assessed and staff have received training. Emergency egress from Unicentre Bar was discussed and procedure to be reviewed.

## 2.3. School and Institute Safety Committee Reports – CME, MMM, Phys

CME - no report

MMM - Concern re updating of SWPs on web and central record-keeping. Also discussion on document review dates. Ellen reported WorkCover looked more favourably on "outdated" documents rather than "no" documents. Review dates on OHS forms were the date the *forms* were scheduled to be reviewed. It was suggested that SWPs and SOPs should be reviewed annually.

PHYS - School preparing for OHS Safety Audit. Physics Safety Manual has been developed.

## 2.4 Lab Safety Inspections and Follow Up

Majority of Self-Inspections have been carried out. Follow-up inspections to be carried out in two weeks time. HOS will be given a report on outstanding issues.

## 3. Faculty of Engineering WAC Issues

### 3.1 Reporting of Incidents/Hazards/Injuries via SafetyNet and to supervisor

Reminder - Incident reports to be submitted as soon as possible. Ellen will send email reminder to all engineering.

### 3.2. Chemical stock listings

Chemalert is to be used as the Hazardous Substance Register. Noted chemical audits to be carried out six monthly.

### 3.3. SWP/RA completion dates for Equipment in Engineering Safety database (high-medium risk).

SWPs and SOPs required for all equipment. Report will be given to HOS of equipment without SWP's or SOP's.

## 4. Other Business

"Homemade" equipment was discussed. Risk Assessments and Safe Operating Procedures to be developed for each piece of equipment and lab supervisor is responsible.

Nuclear and Ionising Radiation Procedures to be developed. Ellen Manning is the OHS contact person.

## 5. Date of Next Meeting – Tuesday, 29th July 2008

Ron Marshall, Chair

### OUTSTANDING ACTION ITEMS

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