



SCHOOL OF MECHANICAL, MATERIALS & MECHATRONIC ENGINEERING SAFETY COMMITTEE MEETING

Minutes of the School of Mechanical Materials & Mechatronic Engineering Safety Committee Meeting (2/2008) held on Tuesday, 15th April, 2008 at 2.30pm in meeting room Building 8:114.

Attendance: A/Prof. Paul Cooper
Greg Tillman
Dr. Brian Monaghan
Julie Curcio (secretary)
Stuart Rodd
Oliver Kennedy
Tara McIntyre

1. Preliminary Business

1.1 Apologies

A/Prof. Peter Wypych

1.2 Confirmation of Previous Minutes – 1/2008

Confirmed.

1.3 Action from Previous Meeting and progress reports

Date.	Name	Item	ACTION
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 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 15/4/08 – Stuart has started in Thermo Lab. 15/4/08 - 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 15/4/08 – Action completed
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 that a master key for the labs be given to Brian Monaghan Joy to generate form for key to be issued. 15/4/08 – Julie Curcio reported keys have been ordered
15 th Apr 08	Ellen Manning	Warden Building 8	26/2/08 - Building 8 refurbishment now complete. Ellen to review recruiting warden(s) for the building. 15/4/08 – Ongoing. Ellen currently on leave
15 th Apr 08	Paul Cooper	Supervisor Thermo & Fluids Lab	Paul to find a replacement 15/4/08 – Complete. Buyung is the supervisor for the Thermo Lab and Paul is the supervisor for the Fluids Lab.
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 15/4/08 – Ongoing. Ellen currently on leave.
15 th Apr 08	Joy de Mestre	Safety Manuals missing from web	Joy to chase up the MRL manual 15/4/08 – Ongoing. Joy currently on leave.
15 th Apr 08	Ellen Manning	Safety Signage missing from Mech. Labs	Ellen to provide Paul copies 15/4/08 – Ellen provided signage. Paul emailed all MMM supervisors to attend to signs on doors and high risk equipment. Action completed.
15 th Apr 08	Ellen Manning	Smells in Labs	Ellen to send a reminder message to staff re waste disposal 15/4/08 – It was found that there was a sewage smell as well as the chemical smell. A plumber was called in and flushed out the sewage smell. No source could be found for the chemical smell.

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 8 1 st floor toilet Cut hand on paper towel dispenser in Men's toilet	6/3/08	Covered with bandaid		Removing paper towel from dispenser	Medium	Paul Mourtos has reviewed and recommended the following: 1. Paper towel dispenser is as specified in the UOW design standards at the time of installation. 2. This type of paper towel dispenser is used across campus probably in the order of 50 or more 3. I am not authorised to redesign the paper towel dispenser as it is a proprietary product. 4. Issue should be addressed between Bradley Australia (supplier of product) and University OH&S. 5. Incident closed.
Bldg 8 Scald to left wrist when taking out hot pasta dish from the microwave.	2/04/08	Running water, ice pack, then went to the doctors – apply Solosite gel.		Microwave too high – dish tipped onto wrist.	Medium	Lid should have been on dish. Microwave has been lowered. Review date 23/5/2008 – E. Manning.

2.2 Lab Safety Inspections and Follow Up

Tara has received many Lab Safety Inspection reports. Reports were due last week. She is chasing up the remaining 25% outstanding. Follow ups are due in 6 weeks. Once all reports and follow ups have been received Tara will be entering them into the database.

The layout has been completed for Risk Assessments, SWPs, and SOPs and everything will be numbered in Filemaker to make it easier to search for records.

Tara explained that all Engineering OH&S records would be centralised in the Faculty Officer and she would be the coordinator. There was much discussion at the meeting regarding centralising the records and keeping the records up to date. The outcome of the discussion was that self-inspections and lab inspections would be used to pick up the review dates on SWPs and give them all a common review date. There would be two inspections per year and the standard review date would be the date of the first inspection. The exception for common review dates would be for high risk equipment. .

- 6. Supervisors to work out how many SWPs need to be completed and if they are not on the web to send Tara a soft copy of the SWPs so she may enter them onto the Engineering OH&S website.

Paul Cooper formally introduced Oliver Kennedy as the official FSA representative on the MMM Safety Committee.

Stuart Rodd to check if a common safety manual could be used for the Fluids Lab, Thermo Lab and Laser Diagnostic Lab. They all have the same sort of risks. The new manual to be named "The MMM Thermofluids Laboratories Safety Manual".

Tara is to delete the Materials Engineering Building 1 Lab manual (a duplicate) off the Engineering OH&S website.

2.3 Equipment maintenance and electrical tagging

Paul said Ron Marshall has reported that the faculty has employed a person to carry out the electrical tagging for the department.

Brian Monaghan queried the Maintenance section on the lab inspection form. At present there are no maintenance schedules for his labs as they strip down the equipment before each experiment. It was agreed that a visual inspection was all that was required in cases where no ongoing maintenance schedule is required.

Greg Tillman to supply Oliver Kennedy with a copy of the maintenance schedule he uses for equipment in his labs.

3. Other Business

Greg Tillman asked if the safety placards had to go on all equipment regardless of risk, such as the polishing machines which are only low risk. It was resolved that the safety signage is to be placed only on high risk or extreme risk equipment at this stage.

4. Date of Next Meeting: 22/07/08

A/Professor Paul Cooper
Chair

Action Items

No.	Item	Discussion	Action	Complete
22 nd Jul 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 15/4/08 – Stuart has started on the Thermo lab, waiting for more feedback.	Ongoing
22 nd Jul 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 15/4/08 – Keys have been ordered for above labs	Ongoing
22 nd Jul 08	Ellen Manning	Warden Building 8	26/2/08 Building 8 now complete. Ellen to review appointing a warden 15/4/08 – Ellen on leave	Ongoing
22 nd Jul 08	Paul Cooper	Thermo & Fluids Lab	15/4/08 – Technical officer for Thermo & Fluid Labs to change from Ian Laird to Stuart Rodd. Siva has agreed with change, Paul to speak to Ian Laird.	New
22 nd Jul 08	Ellen Manning	Eng Web website – need to check content is appropriate and up to date	Ellen to expedite and discuss with Dean/HOSs 15/4/08 – Ellen on leave	Ongoing
22 nd Jul 08	Joy de Mestre	Safety Manuals missing from web	26/2/08 -Joy to chase up the MRL manual 15/4/08 – ongoing. Joy on leave.	Ongoing
22 nd Apr 08	Ellen Manning	Smells in Labs	Ellen to send a reminder message to staff re waste disposal 15/4/08 – plumber called in to get rid of sewage smell. Chemical smell remains.	Ongoing
22 nd Jul 08	Julie Curcio	Incident Report – Matthew Franklin	15/4/08 – Julie to find out final status of the incident and report back to Paul.	New
22 nd Jul 08	Julie Curcio	Incident Report forms on Web	15/4/08 – Julie to ask OH&S department to change HOS for MMM from Kiet Tieu to Paul Cooper.	New
22 nd Jul 08	Paul Cooper	Engineering OH&S website	15/4/08 – Paul to ask at next Head of School meeting what gets added to the Engineering OH&S website, how can it be kept up to date and managed.	New
22 nd Jul 08	Oliver Kennedy	FSA Lab Manual	15/4/08 – Paul asked Oliver to create a Lab Safety Manual for the FSA group.	New
22 nd Jul 08	Stuart Rodd	Common safety manual	15/4/08 – Stuart to check if a common safety manual could be used for the Fluids and Thermo labs and Laser diagnostic lab.	New
22 nd Jul 08	Tara McIntyre	Update Eng OH&S website	15/4/08 – Tara to take off the safety manual for the Materials Engineering Building 1 lab off the Eng OH&S website.	New
22 nd Jul 08	Greg Tillman	Maintenance schedule	15/04/08 - Greg to provide Oliver with copy of his maintenance schedule	New