



## 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, 15<sup>th</sup> 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 <sup>th</sup> Apr 08 | Ellen manning & Stuart Rodd | An updated list of High Risk Equipment to be supplied   | List Provided by Tara<br>Stuart Rodd to update list with respect to items listed in workshop and SWP already in place.<br>Ellen to consult with Tara re data entered and system used<br>Ellen to report back to Paul Cooper by end of next week 7/3/08<br>15/4/08 – Stuart has started in Thermo Lab.<br>15/4/08 - Ongoing |
| 15 <sup>th</sup> 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<br>15/4/08 – Action completed  |
| 15 <sup>th</sup> 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.<br>Recommended that a master key for the labs be given to Brian Monaghan<br>Joy to generate form for key to be issued.<br>15/4/08 – Julie Curcio reported keys have been ordered   |
| 15 <sup>th</sup> Apr 08 | Ellen Manning               | Warden Building 8   | 26/2/08 - Building 8 refurbishment now complete. Ellen to review recruiting warden(s) for the building.<br>15/4/08 – Ongoing. Ellen currently on leave   |
| 15 <sup>th</sup> Apr 08 | Paul Cooper                 | Supervisor Thermo & Fluids Lab  | Paul to find a replacement<br>15/4/08 – Complete. Buyung is the supervisor for the Thermo Lab and Paul is the supervisor for the Fluids Lab.   |
| 15 <sup>th</sup> 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<br>15/4/08 – Ongoing. Ellen currently on leave.   |
| 15 <sup>th</sup> Apr 08 | Joy de Mestre               | Safety Manuals missing from web   | Joy to chase up the MRL manual<br>15/4/08 – Ongoing. Joy currently on leave.   |
| 15 <sup>th</sup> Apr 08 | Ellen Manning               | Safety Signage missing from Mech. Labs  | Ellen to provide Paul copies<br>15/4/08 – Ellen provided signage. Paul emailed all MMM supervisors to attend to signs on doors and high risk equipment. Action completed.  |
| 15 <sup>th</sup> Apr 08 | Ellen Manning               | Smells in Labs  | Ellen to send a reminder message to staff re waste disposal<br>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 <sup>st</sup> floor toilet<br>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:<br>1. Paper towel dispenser is as specified in the UOW design standards at the time of installation.<br>2. This type of paper towel dispenser is used across campus probably in the order of 50 or more<br>3. I am not authorised to redesign the paper towel dispenser as it is a proprietary product.<br>4. Issue should be addressed between Bradley Australia (supplier of product) and University OH&S.<br>5. Incident closed. |
| Bldg 8<br>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 <sup>nd</sup> Jul 08 | Ellen Manning/<br>Stuart Rodd | An updated list of High Risk Equipment to be supplied   | List Provided by Tara<br>Stuart Rodd to update list<br>Ellen to consult with Tara re data entered and system used<br>Ellen to report back to Paul Cooper by end of next week 7/3/08<br>15/4/08 – Stuart has started on the Thermo lab, waiting for more feedback. | Ongoing  |
| 22 <sup>nd</sup> 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<br>15/4/08 – Keys have been ordered for above labs   | Ongoing  |
| 22 <sup>nd</sup> Jul 08 | Ellen Manning                 | Warden Building 8   | 26/2/08 Building 8 now complete. Ellen to review appointing a warden<br>15/4/08 – Ellen on leave  | Ongoing  |
| 22 <sup>nd</sup> 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 <sup>nd</sup> 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<br>15/4/08 – Ellen on leave  | Ongoing  |
| 22 <sup>nd</sup> Jul 08 | Joy de Mestre                 | Safety Manuals missing from web   | 26/2/08 -Joy to chase up the MRL manual<br>15/4/08 – ongoing. Joy on leave.   | Ongoing  |
| 22 <sup>nd</sup> Apr 08 | Ellen Manning                 | Smells in Labs  | Ellen to send a reminder message to staff re waste disposal<br>15/4/08 – plumber called in to get rid of sewage smell. Chemical smell remains.  | Ongoing  |
| 22 <sup>nd</sup> 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 <sup>nd</sup> 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 <sup>nd</sup> 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 <sup>nd</sup> 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 <sup>nd</sup> 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 <sup>nd</sup> 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 <sup>nd</sup> Jul 08 | Greg Tillman                  | Maintenance schedule  | 15/04/08 - Greg to provide Oliver with copy of his maintenance schedule   | New      |