



SCHOOL OF MECHANICAL, MATERIALS & MECHATRONIC ENGINEERING SAFETY COMMITTEE MEETING

Minutes of the School of Mechanical Materials & Mechatronic Engineering Safety Committee Meeting (3/2008) held on Tuesday, 22nd July, 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

1. Preliminary Business

1.1 Apologies

Ellen Manning

1.2 Confirmation of Previous Minutes – 2/2008

Confirmed.

1.3 Action from Previous Meeting and progress reports

Date.	Name	Item	ACTION
22 nd Jul 08	Ellen manning & Stuart Rodd	An updated list of High Risk Equipment to be supplied	List Provided by Tara – 22/7/08 Ongoing Stuart Rodd to update list with respect to items listed in workshop and SWP already in place. – Action Completed Ellen to consult with Tara re data entered and system used – 22/07/08 -In progress 15/4/08 – Stuart has started in Thermo Lab. High Risk equipment recognized, Risk Assessments and SWPs completed – 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 22/7/08 – Brian has keys – Action completed.
22 nd Jul 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 17/7/08 – sent Building Warden Review email
15 th Apr 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 the change, Paul to speak to Ian Laird. 22/7/08 – Stuart now Technical officer for Thermo & Fluid Labs. Action Completed.
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 – Ongoing. Ellen currently on leave. 22/7/08 - Ongoing
22 nd Jul 08	Julie Curcio	Safety Manuals missing from web	Joy to chase up the MRL manual 15/4/08 – Ongoing. Joy currently on leave. 22/7/08 – Paul asked Julie to email Joe Abbot to see if he has a copy - Ongoing
22 nd Jul 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 – Action completed. 20/5/08 – Ellen sent email re Hazardous Substances – Use, storage, transport and waste. Smells are being monitored – Action completed.
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. 12/5/08 – Julie asked Ellen to close the incident. Action

			Completed.
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. 24/4/08 – Julie asked OH&S unit to change HOS to Paul. Action Completed.
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. 22/7/08 - Ongoing
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. 22/7/08 – Lab manual in progress. Draft manual to go to Ellen for review checking and advice. Oliver and Steve also need to consider: <ul style="list-style-type: none"> - first aid for students - test day manuals – SWP including checklists - ventilation in lab for solvents and resins. Oliver to check if there is AUS Standards for PPE.
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. 22/7/08 – Thermo lab manual has been drafted. 50 copies need to be printed and given to students as part of induction. The Fluid lab manual is in progress.
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. 22/7/08 – Ellen recommended the OH&S website be reviewed at first meeting of each year.
22 nd Jul 08	Greg Tillman	Maintenance schedule	15/04/08 - Greg to provide Oliver with copy of his maintenance schedule 22/7/08 – Stuart Rodd to give Oliver & Steve Selby copy of one of his maintenance schedules.

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
HIR-08-0241 Matthew Franklin and Greg Tillman were in process of identifying the chemicals stored underneath a fume cupboard in The Surface Engineering Laboratory, Bldg 42, Greg picked up a plastic bottle from inside an etched glass beaker. A label on the bottle read: "10 mls HF, 5 mls HNO3, 85 mls H2O". Matthew told Greg straight away the label said HF (hydrofluoric acid), so they put the bottle back down into	17/6/08	Running water and applied Gel Pack	Nil	Not wearing protective gloves		Reported to Ron Marshall. Gloves should be worn. Action – closed. Action – Greg to dispose of vial appropriately.

<p>the glass beaker straight away. Matthew picked up the outside of this beaker, and looked inside to confirm the label on the plastic bottle did say HF. It did.</p>						
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2.2 Lab Safety Inspections and Follow Up

Paul handed out a list of what is on the database for self inspections. He was concerned that there were four self inspections that were not carried out. They were picked up by the lab inspections.

The following labs not self inspected were:

- 2:G08 (Gleeble)
- 2:107 (Polymer Coatings)
- 1:127 (Dialometer)
- 2:106 (Polymer)

Action: Paul to ask people concerned why they missed the self inspections of their labs.

3. Other Business

Paul Cooper went with Greg Tillman and inspected all the MMM labs in buildings 1 and 4 to familiarize himself with MMM equipment.

Greg to supply Paul with a wish list for equipment he requires.

4. Date of Next Meeting: 10 September 2008

A/Professor Paul Cooper
Chair

Action Items

No.	Item	Discussion	Action	Complete
10 th Sep 08	Ellen Manning/ Stuart Rodd	An updated list of High Risk Equipment to be supplied	List Provided by Tara Ellen to consult with Tara re data entered and system used	Ongoing
10 th Sep 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 17/7/08 – Ellen sent Building Warden review email	Ongoing
10 th Sep 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 22/7/08 - Ongoing	Ongoing
10 th Sep 08	Julie Curcio	Safety Manuals missing from web	26/2/08 -Joy to chase up the MRL manual 15/4/08 – ongoing. Joy on leave. 22/7/08 – ongoing. Julie to ask Joe Abbot	Ongoing
10 th Sep 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. 22/7/08 – ongoing.	Ongoing
10 th Sep 08	Oliver Kennedy	FSA Lab Manual	15/4/08 – Paul asked Oliver to create a Lab Safety Manual for the FSA group. 22/7/08 – Draft manual to go to Ellen for Review 22/7/08 – Oliver to check if AUS Standards exist for PPE working with solvents and resins.	Ongoing
10 th Sep 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. 22/7/08 – Thermo lab has been drafted and needs to be printed. The Fluid lab manual is in progress.	Ongoing
10 th Sep 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. 22/7/08 – ongoing 22/7/08 – Ellen sent email recommending the Eng OH&S website be reviewed at the first meeting of the year.	Ongoing
10 th Sep 08	Stuart Rodd	Maintenance schedule	15/04/08 - Greg to provide Oliver with copy of his maintenance schedule 22/7/08 – Stuart to give Oliver a copy of his maintenance schedule.	Ongoing
10 th Sep 08	Greg Tillman	Hazard & Incident Report	22/7/08 – Greg to dispose of vial of HF appropriately.	New
10 th Sep 08	Paul Cooper	OH&S Self Inspections	22/7/08 – Paul to ask why self inspections were missed for labs 2:G08, 2:107, 1:127 and 2:106.	New