



## SCHOOL OF ENGINEERING PHYSICS / ISEM SAFETY COMMITTEE MEETING

Minutes of the School of Engineering Physics / ISEMSafety Committee Meeting (3/2008) held on Tuesday, 22<sup>nd</sup> July, 2008 at 2.30pm in Room 1.105

### Attendance:

Mr Duncan Fisher  
Dr Josip Horvat  
Ms Lin Lu (Student Rep)  
Ms. Ellen Manning

Dr Alexey Pan  
A/Prof Rodney Vickers(Chair)  
A/Prof Bill Zealey

### 1. Preliminary Business

#### 1.1 Apologies

Kosta Konstantinov and Michael Lerch.

#### 1.2 Confirmation of Previous Minutes – Minutes of the meeting 2/2008 confirmed.

#### 1.3 Action from Previous Meeting – progress reports.

31 <sup>st</sup> July 07	Rodney Vickers	Need to transfer hard copies of MSDS to the online database. Administration help required. <b>25/9</b> – Continuing item. Chemical inventory needs to be updated onto Chem Alert for each lab. – Decision to be made on who is responsible for updates to database. <b>26/2</b> – Ongoing Item. <b>15/4</b> – Ongoing Item. <b>22/7</b> – Person has been appointed for this job. <b>Completed.</b>	Rodney Vickers to approach Lorelle Pollard for administration help for transfer of data.
26 <sup>th</sup> Feb 08	Rodney Vickers	New database for Risk Assessments & MSDS – develop a link between purchasing and recording of Risk Assessment and MSDS information. <b>15/4</b> – Faculty database is now set up. <b>22/7</b> – In progress. Ongoing item.	Discuss with Ellen.
26 <sup>th</sup> Feb 08	Rodney Vickers	E-tags in Building 41 labs out of date. <b>15/4</b> – Faculty is currently looking into this item. <b>22/7</b> – It was reported that the e-tagging for ISEM has now been completed. Ongoing item.	Rodney Vickers to discuss with Ellen.
26 <sup>th</sup> Feb 08	Rodney Vickers	SWP to be developed for student experiments in labs. <b>15/4</b> – Duncan Fisher has completed all 1 <sup>st</sup> Yr labs, 2 <sup>nd</sup> Yr labs in progress. <b>22/7</b> – Procedures for 2 <sup>nd</sup> Year Lab have been given to Tara to be uploaded to SafetyNet. Bill Zealey to review procedures. Ongoing item.	Lab supervisors to develop SWP.
15 <sup>th</sup> Apr 08	Bill Zealey	Follow up from incident report - New stools required for the Blg 41 student labs as current stools are in a bad state of repair. <b>22/7</b> – Stools ordered, awaiting delivery. <b>Completed.</b>	Bill Zealey to take this to the WAC for further discussion.
15 <sup>th</sup> Apr 08	Bill Zealey	Lab Inspection Form is due for renewal. <b>22/7</b> - Ellen Manning has modified the form. Draft handed to committee for comment. Ongoing item.	Bill Zealey to bring to the attention of the WAC Committee.
15 <sup>th</sup> Apr 08	Rodney Vickers	Ask WAC Committee to pass onto the UoW OHS Committee the need for all online internet forms to be accessible by PC, Mac and Linux computers. <b>22/7</b> – <b>Our action completed.</b>	Bill Zealey to bring to the attention of the WAC Committee.
15 <sup>th</sup> Apr 08		Blg 15 Helium collection facility needs someone to be in charge.	To be discussed at next meeting.

		22/7 – Rodney Vickers to discuss with School.	
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**2. Reports**

**2.1 Hazard and Incident Reports**

Hazard and Incident reports for Buildings 15 and 41 tabled and discussed.  
Issue with contractor accessing laser lab (Blg 15) was discussed. It was decided that the Laser Lab door was to be kept locked at all times.

**2.2 Lab Safety Inspections and Follow Up**

Hazards listed on database of inspection reports to be acted on. Once complete, information needs to be emailed to Tara so she can label the work as completed.

**3. Physics OHS Verification Audit**

Report tabled and distributed to committee members for discussion.  
Formal note of thanks extended to the administration team, especially Tara McIntyre for 100% result obtained for the audit.

**4. Other Business**

**4.1 Make-up of Committee**

Due to the movement of ISEM to the Innovation Campus, need to review the committee structure after the move.  
Rodney Vickers nominated Bill Zealey as new Committee chair due to his ongoing Sub-Dean commitments. Bill Zealey has accepted the nomination.

**4.2 Radiation Safety Course**

Radiation Safety Course to be held 6<sup>th</sup> and 7<sup>th</sup> August. Michael Lerch nominated as the contact in Physics for matters concerning radioactive sources.  
Duncan Fisher to attend course. Rodney Vickers to appoint person to cover 1<sup>st</sup> year lab classes while Duncan is at the course.  
Bill Zealey to organise student forms for course, and discuss funding for this with Rodney Vickers.

**4.3 SWP Course**

Previous SWP course was cancelled, Duncan Fisher has been rescheduled to attend course on 22/9/08.

**5. Date of next meeting – 10/9/08 at 2.30pm in 1.105.**

Rodney Vickers  
Chair

### ACTION ITEMS

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22 <sup>nd</sup> July 08	Bill Zealey	Radiation Safety Course. Bill Zealey to organise student forms for course, and discuss funding for this with Rodney Vickers.	Bill Zealey to discuss with Rodney.