SCHOOL OF ENGINEERING PHYSICS / ISEM SAFETY COMMITTEE MEETING

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

Attendance:
Mr Duncan Fisher
Dr Alexey Pan
Dr Josip Horvat
A/Prof Rodney Vickers (Chair)
Ms Lin Lu (Student Rep)
A/Prof Bill Zealey
Ms. Ellen Manning

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.

<table>
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<tr>
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<td>31st July 07</td>
<td>Rodney Vickers</td>
<td>Need to transfer hard copies of MSDS to the online database. Administration help required. 25/9 – 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. 26/2 – Ongoing Item. 15/4 – Ongoing Item. 22/7 – Person has been appointed for this job. Completed.</td>
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<td>New database for Risk Assessments &amp; MSDS – develop a link between purchasing and recording of Risk Assessment and MSDS information. 15/4 – Faculty database is now set up. 22/7 – in progress. Ongoing item.</td>
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<td>SWP to be developed for student experiments in labs. 15/4 – Duncan Fisher has completed all 1st Yr labs, 2nd Yr labs in progress. 22/7 – Procedures for 2nd Year Lab have been given to Tara to be uploaded to SafetyNet. Bill Zealey to review procedures. Ongoing item.</td>
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<td>15th Apr 08</td>
<td>Bill Zealey</td>
<td>Follow up from incident report - New stools required for the Blg 41 student labs as current stools are in a bad state of repair. 22/7 – Stools ordered, awaiting delivery. Completed.</td>
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<td>Lab Inspection Form is due for renewal. 22/7 - Ellen Manning has modified the form. Draft handed to committee for comment. Ongoing item.</td>
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<td>15th Apr 08</td>
<td>Rodney Vickers</td>
<td>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. 22/7 – Our action completed.</td>
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<td>Big 15 Helium collection facility needs someone to be in charge. To be discussed at next meeting.</td>
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Rodney Vickers to approach Lorelle Pollard for administration help for transfer of data.
Discuss with Ellen.
Rodney Vickers to discuss with Ellen.
Lab supervisors to develop SWP.
Bill Zealey to take this to the WAC for further discussion.
Bill Zealey to bring to the attention of the WAC Committee.
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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 (B1g 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 6th and 7th 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 1st 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.

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Chair
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