



FACULTY OF ENGINEERING -WORKPLACE ADVISORY COMMITTEE MINUTES

Minutes of the Faculty of Engineering Workplace Advisory Committee meeting (3/2008) held on Tuesday, 29th July, 2008 2.30pm, Room 8.114

Committee Membership:

Ron Marshall (Chair)	Brian Monaghan
Jose Humberto Dominguez Davila	Peter Wypych
Joanne George	Alex Remennikov
Roma Hamlet	Greg Tillman
Ellen Manning	Bill Zealey

1. Preliminary Business

- 1.1 Apologies – Tara McIntyre, Oliver Kennedy, K. Konstantinov, I. Laird
- 1.2 Confirmation of Previous Minutes 2/2008 - Confirmed
- 1.3 Action from Previous Meeting – progress reports

No.	Item	Discussion	Action	Complete
1	Bld 6 Ramp	Disability ramp required	18/7 – Workshop to build ramp. Disability Services to be contacted for advice. 29/8 – Waiting for quote from Disability Services. Ellen Manning to follow up. 24/10 – New Student Disability Liaison Officer has taken this matter up. 5/12 – Ron Marshall to discuss update with SLEDSLO 27/2/07 – 13/6/07 Ongoing 31/7/07 – is EEO responsibility, bldg eventually to be demolished, temp ramp & permanent ramp not advisable. It was recommended that 2 people help lift student in and out of room 18/9/07 – Waiting for new Building 6. Ellen to enter into Safety Net. 6/11/07 – Ellen to attend to 4/12/07 – Incident Report submitted on-line. Noted on Central OHS Report as an outstanding agenda item. 4/3/2008 – Ellen following up with Disability Unit Confirm when student using lab and Dean to raise this with the VC. Outstanding action to be reported to OHS Committee. 20/5/08 - EED Access Report is being carried out across the University. Ron Marshall to take this issue HOS Meeting 29/7/08 - On Buildings & Grounds list to do.	Ongoing
2	Safety Inductions	Inductions for new pg students, staff & honours students	4/12/07 – Working party set up of Ron Marshall, Joanne George & Ellen Manning 20/5/08 - PG inductions are happening individually. UG Thesis induction was carried out. Bill Zealey to be added to Working Party. 29/7/08 - Working Party has not met. Hons thesis induction session has an introduction to safety. Rhondalee to organise a session for safety.	Working Party
3	Ramp & Automated Roller Door for Civil High Bay	Ramp & automated roller door required	4/12/07 – Ramp required from High Bay to courtyard and roller door to be automated. Alan Grant to follow up with Blds & Gnds. 4/3/08 – Fernando Escribano following this up. 20/5/08 - Ongoing. Ian Laird to report to next meeting. 29/7/08 - Automated roller door has been installed. Ian Laird to report to next meeting on ramp.	Ian Laird
4	Nitrogen use in TEM		4/3/08 – Bluescope to partially fund gas sensor. Greg Tillman to discuss with Paul Cooper & Julie Gray 20/5/08 - Nick Mackie to discuss with Julie Gray 29/7/08 - Ongoing	Greg Tillman
5	Emergency Evacuation Procedure		4/3/08 – Recommended Emergency Evacuation Procedure carried out during first tutorial for each class as well as first lecture. 20/5/08 - Emergency Signage required for some rooms. Email to Subject Coordinators and to be discussed at HOS Meeting 29/7/08 - Email has been sent to all academics requesting procedure be carried out for all classes. This seems to be happening. Emergency signage required to be updated.	Ellen Manning

2. Reports

- 2.1 Hazard and Incident Reports
 - Continuous noise from TEM chiller
 - Bags in corridor during exam in Bld 15.
 - Crushed finger in workshop.
- 2.2 University OH&S Committee Report – J. George
Evacuation procedures from bar area sorted. Policy for dealing with disruptive behaviour approved with the changes "nominated person" to be "security" and "academic" to be "university staff member".
- 2.3 School and Institute Safety Committee Reports –
 - CME - Review of safe work procedures.
 - MMM - TEM Suite has swipecard access which is disabled during work hours. Review of procedures and work practices.

Phys - Reports on incidents. Bill Zealey is now Chair of this Committee. Positive feedback has been received on OHS audit. Bld 15 Helium lab (Supervisor Rodney Vickers) to be included in Faculty labs.

2.4 Lab Safety Inspections and Follow Up

Summary of inspections have been given to Heads of School. Lab inspections are improving and are becoming more expansive. Themed audits may be carried out in future.

3. Faculty of Engineering WAC Issues

- 3.1 Radiation Safety Officer - Xray, sealed and unsealed sources. Long nominated a Radiation Safety Officer for unsealed sources. Bill Zealey has been nominated as Faculty Radiation Safety Officer and has suggested an active group of users for six months.
- 3.2 ISEM structure for WAC and Safety committees.
Recommendation that ICentral have their own WAC Committee and have a Safety Committee for each area and a Radiation Officer.
- 3.3 OHS training session for new research students
This will be carried out as part of the Faculty's Orientation program.
- 3.4 Online SWP now in use
SWP hard copies to be transferred over to on-line. Training is available for this.
- 3.5 Chemical Inventory updating
A person has been employed on a casual basis to update Chemalet with the chemicals held by the Faculty.
- 3.6 E-tagging
A person has been employed on a casual basis to carry out the e-tagging in the Faculty.

4. Other Business

- 4.1 Postgrad representative
Ellen Manning to send email to all engineering postgraduate students making them aware of their WAC representative.
- 4.2 Coniston
Ellen Manning and Oliver Kennedy will be carrying out inspections at Coniston.
- 4.3 Head of School Meetings
Monthly safety reports to be submitted to the Heads of School. Heads of Schools and Dean to participate in lab inspections.

5. Date of Next Meeting – Tuesday, 16th September 2008

Ron Marshall, Chair

OUTSTANDING ACTION ITEMS

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