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)  
Jose Humberto Dominguez Davila  
Joanne George  
Roma Hamlet  
Ellen Manning  
Brian Monaghan  
Peter Wypych  
Alex Remennikov  
Greg Tillman  
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

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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 - X-ray, 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 ICCentral 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 Chemalert 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

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