



FACULTY OF ENGINEERING -WORKPLACE ADVISORY COMMITTEE

Minutes of the Faculty of Engineering Workplace Advisory Committee meeting (4/2008) held on Tuesday, 16th September 2008. 2.30pm, Room 8.114

Attendance:

Ron Marshall (Chair)
Jose Humberto Dominguez Davila
Roma Hamlet
Oliver Kennedy
Ian Laird
Ellen Manning

Tara McIntyre
Brian Monaghan
Peter Wypych
Alex Remennikov
Greg Tillman
Bill Zealey

1. Preliminary Business

- 1.1 Apologies - none
1.2 Confirmation of Previous Minutes Confirmed.
1.3 Action from Previous Meeting

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. 16/9/08 - This is being looked at during the Buildings & Grounds Access Audit	Ongoing
2	Safety Inductions	Inductions for new staff, pg & 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. 16/9/08 - Safety guidelines and requirements are taught in ENGG361. Ellen to discuss with subject coordinator.	Ellen Manning
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. 16/9/08 - Roller door working well and ramp not required.	Complete
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 16/9/08 - Door kept open and curtain installed. Ventilation okay. Bluescope have supplied Phil Renwick with a personal monitor	Complete
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. 16/9/08 - Emergency signage to be updated. Reminder to Academic Staff in Orientation Week.	Complete

2. Reports

2.1 Hazard and Incident Reports

- Draughtperson's chair supplied for new employee with existing back, shoulder and wrist problem.
- Labelling procedures to be followed when disposing of hazard wastes.

2.2. University OH&S Committee Report – I Laird

There have been two Workcover reported safety issues; one working unsafely at heights and one electrical issue. New audit tools available for next Workcover Audit in 2010. Buildings and Grounds were congratulated on their efficient clean-up of the campus after the big winds. Innovation Campus will have their own Safety Committee and a representative will be a member of the Faculty of Engineering WAC. They will not have a representative on the central OHS Committee.

Action Item: This WAC recommends that Innovation campus have their own WAC Safety Committee that makes recommendations direct to the central OHS Committee.

2.3. School and Institute Safety Committee Reports

2.3.1 School of Civil Mining & Environmental Engineering

Joanne George is now working for AIIM at the Innovation Campus and Long Nghiem is now the Chair of the CME Safety Committee. It was recommended that Long Nghiem become the CME academic representative on the Faculty WAC Committee.

2.3.2 School of Mechanical Materials & Mechatronic Engineering

MRL door is being left unlocked. Joe Abbott liaising with Ellen Manning re putting SWPs on safety net. Zaiping Guo to be trained on SWPs and RAs.

2.3.3 School of Engineering Physics

Bill Zealey is new Chair of Engineering Physics Safety Committee. Electric cabling e-tagging is complete. There is a need for someone to be responsible for Helium collection in Bld 15.

2.4 Lab Safety Inspections and Follow Up

Self-Inspection forms for Spring 2008 are being distributed. MMM forms will have a list of outstanding items from Autumn 2008 inspections attached.

3. Faculty of Engineering WAC Issues

3.1 HOS Report

Heads of School have requested a regular summary of safety statistics. An example of the data requested was tabled and discussed.

4. Other Business

None.

5. Date of Next Meeting – Tuesday, 2nd December 2008

Ron Marshall
Chair

OUTSTANDING ACTION ITEMS

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