



FACULTY OF ENGINEERING -WORKPLACE ADVISORY COMMITTEE MINUTES

Minutes of the Faculty of Engineering Workplace Advisory Committee meeting (5/2008) held on Tuesday, 2nd December 2008. 2.30pm, Room 8.114

Committee Membership: Ron Marshall (Chair) Jose Humberto Dominguez Davila Roma Hamlet Ian Laird	Ellen Manning Tara McIntyre Peter Wypych Alex Remennikov
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1. Preliminary Business

1.1 Apologies

Mark Reid

1.2 Confirmation of Previous Minutes – 4/2008

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 2/12/08 - Bld 6 replacement building to be confirmed in following week.	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. 2/12/2008 - Confirmed with Brett Lemass	complete

2. Reports

2.1 Hazard and Incident Reports

Manual Handling incident in CME High Bay. Outside Rehabilitation Coordinator has assessed manual handling risks in High Bay to reduce incidents.

2.2. University OH&S Committee Report – I Laird

A Compliance Audit has taken place in relation to changes in legislation and Risk Management Process Control needs to be improved. Incidents reported have increased. There have been no lost time incidents. WAC Surveys are being received. There has been one reportable incident involving a sub-contractor cutting through electrical cables.

2.3. School and Institute Safety Committee Reports

2.3.1 CME

New Chair of Committee and WAC representative to be confirmed with Head of School.

2.3.2 MMM

Equipment database being updated with correct supervisor of labs and SWPs

2.3.3 Physics

Held an extraordinary meeting to discuss issues with access to buildings at Innovation Campus. Innovation Campus to have its own WAC Committee.

2.4 Lab Safety Inspections and Follow Up

Information being put onto database. Schedule has been placed on next year's important dates list.

3. Faculty of Engineering WAC Issues

Ron Marshall discussed open MRL door with MRL Supervisor and it was not an issue.

Meeting held to discuss access to 4.G46. Access to be through 4.G47 where equipment is disabled when not in use so that it can only be used by authorised persons.

Some questions on lab inspection forms are not specific enough for some labs.

3.1 HOS Report

Reports on faculty safety statistics are tabled at HOS meetings.

4. Other Business

- Committee members were requested to give feedback to Ellen Manning on on-line testing of new risk assessment form.
- WAC Chairs are invited to next OHS Committee Meeting.
- Committee members were invited to OHS central committee Xmas function.
- Ellen Manning moving office to Bld 18.
- Chernalert to be upgraded this month.
- Faculty OHS Officer position has been advertised.

5. Date of Next Meeting – Tuesday, 10th March 2009

Ron Marshall
Chair