

## SCHOOL OF ENGINEERING PHYSICS / ISEM SAFETY COMMITTEE MEETING

Minutes of the School of Engineering Physics / ISEM Safety Committee Meeting (1/2009) held on  
Tuesday, 10<sup>th</sup> February, 2009 at 2.30pm in Room 1.105

<b>Attendance:</b>	
<b>At</b> Mr Duncan Fisher	Ms. Ellen Manning
MDr Josip Horvat	Dr Alexey Pan
DMS Lin Lu (Student Rep)	A/Prof Bill Zealey (Chair)

### 1.1 Preliminary Business

#### 1.11 Apologies

**A**Rodney Vickers & Michael Lerch.

#### 1.21 Confirmation of Previous Minutes – Minutes of the meeting 3/2008 confirmed.

#### 1.31 Action from Previous Meeting – progress reports.

26 <sup>th</sup> Feb 08	Rodney Vickers	New database for Risk Assessments & MSDS – develop a link between purchasing and recording of Risk Assessment and MSDS information. <b>15/4</b> – Faculty database is now set up. <b>22/7</b> – In progress. <b>10/2</b> – <b>When ChemAlert is up to date, the lab supervisor is to check stock inventory against ChemAlert database once per year.</b> <b>Completed.</b>	Discuss with Ellen.
26 <sup>th</sup> Feb 08	Rodney Vickers	E-tags in Building 41 labs out of date. <b>15/4</b> – Faculty is currently looking into this item. <b>22/7</b> – It was reported that the e-tagging for ISEM has now been completed. <b>10/2</b> – <b>it was noted that any items that need to be tagged or tested can be taken to Keith Maywald or Mandy Davies.</b> <b>Completed</b>	Rodney Vickers to discuss with Ellen.
26 <sup>th</sup> Feb 08	Rodney Vickers	SWP to be developed for student experiments in labs. <b>15/4</b> – Duncan Fisher has completed all 1 <sup>st</sup> Yr labs, 2 <sup>nd</sup> Yr labs in progress. <b>22/7</b> – Procedures for 2 <sup>nd</sup> Year Lab have been given to Tara to be uploaded to SafetyNet. Bill Zealey to review procedures. <b>10/2</b> – <b>Completed.</b>	Bill Zealey to contact Joanne George at Innovation Campus regarding the status of MSDS and Risk Assessment information
15 <sup>th</sup> Apr 08	Bill Zealey	Lab Inspection Form is due for renewal. <b>22/7</b> - Ellen Manning has modified the form. Draft handed to committee for comment. <b>10/2</b> – <b>Completed.</b>	Bill Zealey to bring to the attention of the WAC Committee.
15 <sup>th</sup> Apr 08	Bill Zealey	Blg 15 Helium collection facility needs someone to be in charge. <b>22/7</b> – Rodney Vickers to discuss with School. <b>10/2</b> – Tara to add to inspection schedule for Physics.	Ellen has emailed Tara (18/2/09) the request to add the Helium Collection Facility to the inspection schedule.
22 <sup>nd</sup> July 08	Bill Zealey	Radiation Safety Course. Bill Zealey to organise student forms for course, and discuss funding for this with Rodney Vickers. <b>10/2</b> – <b>Completed.</b>	Bill Zealey to discuss with Rodney Vickers Bill Zealey to discuss with Rodney Vickers.
10 <sup>th</sup> February 09	Bill Zealey	Bill Zealey to contact Joanne George at Innovation Campus regarding the status of MSDS and Risk Assessment information at AIIM Facility.	Bill Zealey to contact Joanne George at Innovation Campus regarding the status of MSDS and Risk Assessment information at AIIM Facility.
10 <sup>th</sup> February 09	Bill Zealey	Bill Zealey to follow up on report about constant beeping door 15.210 discussed on the Hazard and Incident Reports tabled.	Bill Zealey to follow up.

10 <sup>th</sup> February 09	Bill Zealey	It was discussed that if ISEM are still part of this Safety Committee at the next meeting (3/3/09) – Joanne George to be approached by Bill Zealey to submit a report containing the major issues that need to be discussed. Ellen to invite Joanne George to attend next meeting.	Joanne George to be approached by Bill Zealey to submit a report containing the major issues that need to be discussed. Ellen to invite Joanne George to attend next meeting if applicable.
10 <sup>th</sup> February 09	Bill Zealey	Bill Zealey to speak with Rodney Vickers regarding OHS responsibilities contained in current position descriptions needing to be more detailed.	Bill Zealey to speak with Rodney Vickers.
10 <sup>th</sup> February 09	Bill Zealey	Bill Zealey to speak with Rodney Vickers to discuss making one person responsible for the Semiconductor Research Labs on the second floor of Building 15.	Bill Zealey to speak with Rodney Vickers.

## 2.2 Reports

### R2.12 Hazard and Incident Reports

Bill Zealey to follow up on report about constant beeping door 15.210.

### 2.22 Lab Safety Inspections and Follow Up

Bill Zealey will follow up the Safety Report and conduct a walk through of the Physics teaching labs during Orientation Week.

## 3.3 Innovation Campus

### In n Report

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### 4.4 Physics OHS Verification Audit – Actions

Bill Zealey tabled document 'Summary of Actions Recommended by OHS Verification Report' to the Committee. This document was discussed by the Committee. (Attach 1)  
Bill Zealey is to speak with Rodney Vickers regarding OHS responsibilities contained in current position descriptions needing to be more detailed.

## 5.5 Remedial Action Resulting from OHS Inspections

### R5.15 Overall responsibility for Blg 15 Semiconductor Research Labs

Bill Zealey to speak with Rodney Vickers to discuss making one person responsible for the Semiconductor Research Labs on the second floor of Building 15.

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**R5.25** Bill Zealey is to check and authorise all Safe Work Procedures for the laboratories.

## 6.6 OHS Induction for Staff & Students

**OH**The Safety Manual for the Physics labs is now on the web. The online quiz regarding safety procedures T h for all staff and students is now available to complete.

### 7.7 Modification of Transport of LN2 in Blg 15 Lift

Rodney Vickers provided notes for the committee (Attach 2). Any changes to current procedures must be taken to the WAC for approval.

## 8.8 Other Business

**OO**An offer for the position of OHS Officer in the Faculty of Engineering has been made.

An Ellen Manning will be moving her office from Building 4 to Building 18.

Ellen Manning brought to the Committees attention that changes have been made to the Code of Practice for the security of radioactive sources.

f o An updated version of the OHS sheet for new staff and students is now available online.

**9.9 Date of next meeting – 21<sup>st</sup> April, 2009 – 2.30pm in 1.105.**

Bill Zealey  
Chair

### ACTION ITEMS

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15 <sup>th</sup> Apr 08	Bill Zealey	Big 15 Helium collection facility needs someone to be in charge. <b>22/7 – Rodney Vickers</b> to discuss with School. <b>10/2 – Tara</b> to add to inspection schedule for Physics.	Ellen has emailed Tara (18/2/09) the request to add the Helium Collection Facility to the inspection schedule.  Bill Zealey to discuss with Rodney Vickers
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