



SCHOOL OF MECHANICAL, MATERIALS & MECHATRONIC ENGINEERING SAFETY COMMITTEE MEETING

Minutes of the School of Mechanical Materials & Mechatronic Engineering Safety Committee Meeting (4/2008) held on Tuesday, 9th September, 2008 at 2.30pm in meeting room Building 8:114.

Attendance: A/Prof. Paul Cooper
Greg Tillman
Tara McIntyre (secretary)
Stuart Rodd
Oliver Kennedy
Ellen Manning

1. Preliminary Business

1.1 Apologies

Joy de Mestre
Peter Wypych

1.2 Confirmation of Previous Minutes – 4/2008

Confirmed.

1.3 Action from Previous Meeting and progress reports

No.	Name	Item	ACTION
1	Ellen manning & Stuart Rodd	An updated list of High Risk Equipment to be supplied	List Provided by Tara – 22/7/08 Ongoing Ellen to consult with Tara re data entered and system used – 22/07/08 -In progress 9/09/08 – List to be provided by Tara to Stuart Rodd, objective is to identify what equipment is missing and to complete all areas of the safety database
2	Ellen Manning	Warden Building 8	26/2/08 - Building 8 refurbishment now complete. Ellen to review recruiting warden(s) for the building. 15/4/08 – Ongoing. Ellen currently on leave 17/7/08 – sent Building Warden Review email 9/09/08 – Ellen will speak with Ajit Godbole about becoming building warden for bottom floor. Replacement for Joanne George to be another building warden. Training will be required
3	Ellen Manning	Eng Web website – need to check content is appropriate and up to date	Ellen to expedite and discuss with Dean/HOSs 15/4/08 – Ongoing. Ellen currently on leave. 22/7/08 – Ongoing 9/09/08 – Paul and Ellen to write up Faculty Safety Guidelines and Policies. Tara to fix website issues including: <ul style="list-style-type: none"> - add induction checklist link on the Engineering OH&S site - fix the school safety committee minutes link - add a sentence on Faculty SWP website with a link to the SWP on safety net Ellen to check with the developer of Safety Net to see if emails are sent to staff with outstanding SWP action items.
4	Julie Curcio	Safety Manuals missing from web	Joy to chase up the MRL manual 15/4/08 – Ongoing. Joy currently on leave. 22/7/08 – Paul asked Julie to email Joe Abbot to see if he has a copy – Ongoing 9/09/08 – Tara and Ellen to chase up Safety manuals for Thermo/Fluids lab & Laser lab so they can be uploaded onto the web.
5	Paul Cooper	Engineering OH&S website	15/4/08 – Paul to ask at next Head of School meeting what gets added to the Engineering OH&S website, how can it be kept up to date and managed. 22/7/08 – Ongoing 9/09/08 - Ongoing
6	Oliver Kennedy	FSAE Lab Manual	15/4/08 – Paul asked Oliver to create a Lab Safety Manual for the FSAE group. 22/7/08 – Lab manual in progress. Draft manual to go to Ellen for review checking and advice. Oliver and Steve also need to consider: <ul style="list-style-type: none"> - first aid for students - test day manuals – SWP including checklists

			<ul style="list-style-type: none"> - ventilation in lab for solvents and resins. Oliver to check if there is Aust Standards for PPE. <p>9/09/08 – Oliver to pass draft Lab safety manual onto Ellen for corrections if needed. Tara to put onto the web when complete. Also a copy needs to go with the equipment.</p>
7	Stuart Rodd	Common safety manual	<p>15/4/08 – Stuart to check if a common safety manual could be used for the Fluids and Thermo labs and Laser diagnostic lab.</p> <p>22/7/08 – Thermo lab manual has been drafted. 50 copies need to be printed and given to students as part of induction. The Fluid lab manual is in progress.</p> <p>9/09/08 – It was decided that the lab manuals will be done separately for the Thermo and Fluids labs - ongoing</p>
8	Tara McIntyre	Update Eng OH&S website	<p>15/4/08 – Tara to take off the safety manual for the Materials Engineering Building 1 lab off the Eng OH&S website.</p> <p>22/7/08 – Ellen recommended the OH&S website be reviewed at first meeting of each year.</p> <p>9/09/08 – Action completed</p>
9	Greg Tillman	Maintenance schedule	<p>15/04/08 - Greg to provide Oliver with copy of his maintenance schedule</p> <p>22/7/08 – Stuart Rodd to give Oliver & Steve Selby copy of one of his maintenance schedules.</p> <p>9/09/08 – Decided that a general maintenance log book would be used. Stuart Rodd to investigate- ongoing</p>

2. Reports

2.1 Hazard and Incident Reports

Incident/ Hazard	Date	Description	Risk	Control Type	Control Description
Hazard - Bld 8	1.8.2008	New employee with pre-existing back, right shoulder & wrist problems. Standard workstation provided but needs to work at modified desk and draughtperson chair	Medium	Administration	IMC, to liaise with supervisor to determine appropriate restrictions and tasks
Near Miss - Bld 1	18.8.2008	Caught left heel on top of step, fell forward stopping fall by grabbing rail with right arm	Medium	Administration	B&G to investigate

2.2 Lab Safety Inspections and Follow Up

Ellen Manning noted that the Spring Lab inspections forms would be coming around during recess (week beginning on the 15th September). Paul Cooper suggested that the Spring lab inspection forms have an attachment of outstanding items from the previous inspections.

3. Faculty Database Update

Faculty database is ongoing. Tara and Roma are currently working on a report for the Heads of School.

4. Other Business

Paul Cooper discussed the issues with the MRL door not being locked by the cleaners. Joe Abbott believes that there is no issue with this. The area will be reviewed when Jeff Moscrop and others have left.
 Action - Ellen to liaise with Joe regarding procedures and documentation being recorded correctly and up to date. This includes uploading Safe Work Procedures on Safety Net.

Ellen to speak with Zaiping Guo about training opportunities for herself as she now has responsibility of new labs such as 1.G09.

Ellen is seeking academic and general staff feedback for the draft form of 'OHS for Supervisors & Managers'. The purpose of documentation is so all staff understanding their roles and responsibilities in relation to Occupational Health and Safety.

Tara to send out a reminder in approximately a month of a list of outstanding actions.

5. Date of Next Meeting: TBA

OUTSTANDING ACTION ITEMS

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9	Lab Inspections	9/9/08 - List of outstanding items from Autumn 2008 inspection to be attached to Spring 2008 Inspection Forms	Tara McIntyre
10	MRL	9/9/08 - Procedures and documentation. Ellen to liaise with Joe Abbott	Ellen Manning
11	1.G09 New Lab Supervisor	9/9/08 - Ellen to discuss training with Zaiping Guo	Ellen Manning