



SCHOOL OF MECHANICAL, MATERIALS & MECHATRONIC ENGINEERING SAFETY COMMITTEE MEETING

Minutes of the School of Mechanical Materials & Mechatronic Engineering Safety Committee Meeting (1/2009) held on Tuesday, 3rd March, 2009 at 2.30pm in meeting room Building 8:114.

Attendance: A/Prof. Paul Cooper
Greg Tillman
Oliver Kennedy
Ellen Manning
Liang Chen
Keith Maywald
Wayne Ireland

A/Prof Peter Wypych
A/Prof Brian Monaghan

1. Preliminary Business

The chair welcomed new member Liang Chen to the committee.

1.1 Apologies
Stuart Rodd

1.2 Confirmation of Previous Minutes – 4/2008
Confirmed.

1.3 Actions from Previous Meeting and progress reports

No.	Item	ACTION	Name
1	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	Tara McIntyre
2	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	Ellen Manning
3	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: - 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.	Ellen Manning
4	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.	Ellen Manning & Tara McIntyre
5	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	Paul Cooper
6	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: - first aid for students	

		<ul style="list-style-type: none"> - test day manuals – SWP including checklists - 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>	Oliver Kennedy
7	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>	Stuart Rodd
8	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>	Stuart Rodd
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

2. Reports

2.1 Hazard and Incident Reports

Incident/Hazard	Date	Description	Risk	Control Type	Control Description
Hazard – Bld 39	20.1.09	High temperatures & lack of ventilation causing heat stress	High	Administration	Fan replaced with an air conditioner

2.2 Lab Safety Inspections and Follow Up

Lab inspections are on-going

3. Faculty Database Update

Faculty database is ongoing. Wayne Ireland to follow-up on the HOS stated desire that the database be brought fully up to date with all major equipment listed on the database, all high/extreme risk equipment must have SWP on the web, all major equipment must have authorized users listed and SWP placed on the equipment (or documentation indicating where SWP can be accessed).

4. Summary of Activities in the various discipline areas

- 4.1 Liang Chen reported that BSMC are following up on the safety audit last year. Actions include: Buildings & Grounds have been informed that drains in a Materials Lab. are inappropriately connected; SWPs under development; Training Need Analysis being conducted.
- 4.2 Greg Tillman reported that 2009 Manual/Induction Forms have now been printed. Testing with Picric Acid. Elena Pereloma wishes to use the procedure where this is heated (to 62°C) for testing. This method was abandoned some time ago for safety reasons after small explosion occurred when a user used inappropriately. Chair indicated that this procedure needs full risk analysis. **Action: Greg and Ellen to carry out Picric Acid heating risk analysis and determine whether necessary/viable.**
- 4.3 Oliver reported on FSAE team activities. Their space now compressed due to arrival of workshop at Coniston B Block. They now have building wardens, first aiders etc on hand – so a big improvement. All workshop machines are locked-off at 4.00pm (apart from when S. Selby is providing cover).

5. Laboratories

5.1 Academics in charge. The previous version of list (developed at MMM Operations Strategy meeting in 2008) was updated at the meeting (Attachment 1). Technical support staff names provided for all labs.

5.2 Equipment SWPs, academic ownership, etc.

5.3 Update of HF risk minimization measures, etc. Ellen and Greg have visited Bluescope to compare with their procedures. UOW procedures deemed adequate – though annual training session would be beneficial. HOS keen for situation to remain whereby only Greg is permitted to handle HF.

6. Implications of Building 6 move

6.1 On campus activities – need to update First Aiders and Building warden signs in Building 8. **Action Ellen to expedite installation of First Aid kits in Building 8 tea room and Laser Lab 8.G26 and new first aiders and building warden signs Building 8.**

6.2 Coniston.

Area inspected by Peter O'Neill, Ellen in a walk through – action items being attended to. All machines to be turned off at 4pm for SAE. Building A2 to be used for teaching. Risk assessments to be done for all experiments.

6.3 Ralph Black Drive

No teaching in Ralph Black Drive only research and testing. Ellen, Peter O'Neil and Ian Laird have conducted Lab Inspection and Ellen waiting for Ian to forward comments on draft report before releasing.

7. Activities involving nanoparticles

7.1 New Australian Standard

Joanne George sent around latest standard – Ellen to follow up

7.2 Inventory of staff/projects using nano-particles – Ellen to email all faculty asking for staff to let her know if they are working with nano-particles (as defined as coming under the activities covered by the new Australian Standard). Faculty to keep database of researchers using nano-particles. Training to be provided if appropriate.

7.3 Training

4. Other Business

4.1 Enclosed is a Summary of Safety concerns following a meeting regarding access to 4:G46, 4:G45 and 4:G47.

4.4 Wayne Ireland commenced as OH & S Officer for Engineering

4.5 Tabled also letter from W Bartolo Safety Management Service regarding Security Enhanced Sources – UoW in the MRL laboratory **Action – Ellen to follow up with Joe Abbott.**

4.6 There was discussion following Brian raising some concern on the fact that the blue induction form for new students/staff has requirements to fill out some aspects of OH&S in Laboratories – that may be covered in other induction documentation. Consensus was that this should remain but Brian to provide Ellen/Wayne with feedback on the form. **Action Brian to provide feedback to Ellen on staff induction form.**

5. Date of Next Meeting: 21st April, 2009

A/Professor Paul Cooper
Chair

OUTSTANDING ACTION ITEMS

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 3/3/09 - Updated list presented. Ellen to ask Ron Marshall to publicise role of Wayne Ireland. Wayne to expedite bringing list up to date and getting SWPs on web for all high/extreme risk equipment.
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 3/3/09 - First Aiders/Wardens to be updated with replacement names. Ellen to send an email Faculty staff with updated list of First Aiders and Wardens. Ellen to expedite installation of First Aid kits in Building 8 tea room and Laser Lab 8.G26.
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 - done - fix the school safety committee minutes link - done - add a sentence on Faculty SWP website with a link to the SWP on safety net – to do Ellen to check with the developer of Safety Net to see if emails are sent to staff with outstanding SWP action items. – 3/9/09 - Ellen to follow-up
4	Joy de Mestre	Safety Manuals missing from web	Joy to chase up the MRL manual 15/4/08 – Ongoing. 3/3/09 Joy to follow-up. 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. 3/3/09 Ellen to follow up with Leonie/Tara. Same as Thermo Lab. manuals
5	Ellen Manning/ 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 09/03/09 – Ongoing. For discussion with Dean & HoD's – Ellen to put as item on the next OH&S monthly report to Dean/HOS
6	Oliver Kennedy	FSAE Activities	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 - ongoing - SWP including checklists for track day - ventilation in lab for solvents and resins. Oliver to check if there is Aust Standards for PPE. 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. 3/3/09 a) Ellen & Wayne to check manuals before placing on Web; b) Oliver to: get MSDS for resins etc, check Workcover site (search for fibreglass), check HSIS database for procedures, if necessary contact Byrne Surf & Ski; c) Oliver/Steve generate SWP on web to cover race day activities (attach manual etc) d) Ellen to obtain presentation/document presented by Griffith Uni on their FSAE Review and circulate to Oliver,

			Steve, Wayne, Paul etc and advise of relevant actions.
7		Lab Inspections	9/9/08 – Ellen/Wayne to ensure that the list of outstanding items from Autumn 2008 inspection to be attached to Spring 2008 Inspection Forms. For W.A.C. Agenda
8	Ellen Manning	1.G09/10/13 New Lab Supervisor	9/9/08 – Ellen to discuss training with Zaiping Guo 9/3/09 – Ellen to discuss training with Andrew Carmen
9	Greg Tillman/Ellen Manning	Picric Acid Heating	9/3/09 Greg and Ellen to carry out Picric Acid heating risk analysis and determine whether necessary/viable and develop SWP if necessary.
10	Ellen Manning	Nano-particles	9/3/09 Ellen to email all faculty asking for staff to let her know if they are working with nano-particles
11	Brian Monaghan	Induction forms for new staff/students	9/3/09 Brian to provide feedback to Ellen on staff induction form

APPENDIX 1 – UPDATED LIST OF MMM LABORATORIES/ACADEMICS IN CHARGE/TECH SUPPORT

List of Laboratories from Faculty Safety database				
6th March 2009				
Disc	Lab Name	Room	Academic In Charge	Technical Support
MATE	Melt Processing Lab 2	1.116	Nightingale, Sharon	Scobie, Andrew
MATE	Melt Processing Lab	1.119	Monaghan, Brian	Scobie, Andrew
MATE	Materials Chemistry Lab	1.122	Wang, Giouxui	<i>need to clarify</i>
MATE	Heat Treatment Lab	1.125	Calka, Andrzej	Tillman, Greg
BSMC	Dilatometry & Thermal Analysis Lab	1.127	Pereloma, Elena	De Jong, Bob
MATE	High Temperature Powder Processing Lab	1.115 , 112	Calka, Andrzej	Scobie, Andrew
MATE	HF Lab & Microtomes	1.126 , a,	Spinks, Geoff	Tillman, Greg
MATE	Leco Analysis lab	1.126b	Monaghan, Brian	Tillman, Greg
MATE	Nanotech Lab	1.G06	Spinks, Geoff	Tillman, Greg
MATE	Undergraduate Lab	1.G07	Spinks, Geoff	Tillman, Greg
MATE	X-Ray Diffraction Lab	1.G08	Wexler, David	Mackie, Nick
MATE	Materialography Labs	1.G09,b,c,d,e,f	Guo, Zaiping	Tillman, Greg
MATE	Polishing Lab	1.G10	Guo, Zaiping	Tillman, Greg
MATE	Mechanical Testing Lab	1.G12, a, b	Spinks, Geoff	Gonzalez, Jose
MATE	Optical Microscopy Lab	1.G13	Guo, Zaiping	Tillman, Greg
MATE	Electron Microscopy Lab	1.G15, a, G18	Chen, Zhixin	Mackie, Nick
MATE	Electron Microscopy Preparation Lab	1.G16	Chen, Zhixin	Mackie, Nick
MATE	Electron Microscopy Preparation Lab	1.G17	Chen, Zhixin	Mackie, Nick
MATE	Polymer Engineering Lab	2.106	Spinks, Geoff	Lukey, Chris
BSMC	Polymer Coatings Lab	2.107	Brown, Hugh	Lukey, Chris
BSMC	Steelmaking Lab	2.102, a	Dippenaar, Rian	Reid, Mark
MATE	Functional Nanomaterials Lab	2.G04	Guo, Zaiping	<i>need to clarify</i>
BSMC	Steel Research Lab (Gleeble)	2.G08	Pereloma, Elena	De Jong, Bob
TRON	Manufacturing Research Lab	39. MRL	Saini, Devi	Abbott, Joe
MATE	Surface Engineering Lab	4.G45	Zhao, Yue	Scobie, Andrew
MATE	Furnace Room	4.G46	Zhao, Yue	Scobie, Andrew
MATE	Industrial Materials Lab	4.G47	<i>Dean be requested that</i>	<i>Geoff Moscrop be respon</i>
MATE	B4 Shed	4	Calka, Andrzej	need to clarify
TRON	Control Lab	8.G10, a	Alici, Gursel	Maywald, Keith
MECH	Laser Diagnostics Lab	8.G26, a, b	Tieu, Kiet	Martin Morillas
MECH	Thermofluids Lab	Coniston A2	Kosasih, Buyung	Rodd, Stuart
MECH	Coniston-Formula SAE	Coniston B	Montagner, Kennedy	Selby, Steve
MECH	Bulk Materials Handling	Ralph Black Dr	Wypych, Peter	Frew, Ian
MECH	Greenhouse Park Wind Turbine test site	WCC Greenhouse Pk	Cooper, Paul	Maywald, Keith