



FACULTY OF ENGINEERING WORKPLACE ADVISORY COMMITTEE MINUTES 1/ 2009

Minutes of the meeting (1/2009) of the Workplace Advisory Committee held in Room 8.114 on Tuesday 10th March 2009, at 2.30pm.

Attend:

Ron Marshall (Chair)	Ellen Manning
Jose Humberto Dominguez Davila (pg rep)	Tara McIntyre
Roma Hamlet	Mark Reid
Wayne Ireland	Alex Remennikov
Oliver Kennedy	Bill Zealey
Ian Laird	

1. Preliminary Business

Wayne Ireland was welcomed to the meeting as the Faculty's Safety Officer.

1.1 Apologies – Brian Monaghan, Peter Wypych

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. 13/3/2009 – Bld 6 Demolished	Complete

2. Reports

2.1 Hazard and Incident Reports – W. Ireland

All incidents closed off. Only outstanding issues are with ISEM – Alan Grant and Wayne Ireland looking into it. Access for Wayne Ireland through PIPS to be organized. Eight injuries since last meeting, in particular offices overheating in Building 4. Wayne Ireland has organized for latch to be put on the door of Building 1 to allow airflow.

2.2. University OH&S Committee Report – I Laird

AllIM will be having their own WAC and own representative on the central OHS Committee. Change to constitution of Committee so that this can happen and changes to reference of committee structure. Report from OHS Unit for 2009 showed stats were good and fewer lost time injuries. School Safety Committees now have acknowledgement through the system. Changes to be made to responsibilities of WAC Committees.

2.3. School and Institute Safety Committee Reports – CME, MMM, Phys

CME – Heat in Building 4. SWPs are being put on-line

MMM – Updating lab supervisors academic and technical staff. Safety manual has been reviewed. Head of School had concerns with person working remotely in 8.G26 – committee is looking at installing CCTV.

PHYS – Lab safety inspections for teaching labs were carried out before session started. School Safety Committee meeting had been held to discuss Innovation campus and how it would relate to membership of Physics Committee. OHS verification audit done last year and School is tightening upon OHS responsibilities for academic staff. HOS has developed an on-line OHS induction safety quiz on-line that has been trialled by students. HOS has developed a new procedure for carrying liquid nitrogen in lift. Inspection report for labs from last year to be given to Bill Zealey.

2.4 Lab Safety Inspections and Follow Up

Wayne Ireland will be helping Tara McIntyre with this process. Lab inspections have been put on the important dates calendar. Eventually Wayne Ireland will be coordinating Inspections.

3. Faculty of Engineering WAC Issues

3.1 HOS Report

WAC membership was discussed. Peter Wypych is the WAC representative for the Ralph Black Drive site. Ron Marshall to organise a WAC representative for Coniston. Building Wardens required for Ralph Black Drive sites and also a First Aid Officer at Coniston.

4. Other Business

4.1 Faculty Induction Form

Wayne Ireland made suggestions for changes to inductions. This was open up for discussion. Brian Monaghan had spoken about it at the MMM meeting. Training should be included. Change word to say I will with regard to labs. Pg3 to be deleted and Wayne Ireland and Ian Laird to work on a system.

4.2 WAC Membership and Terms of Reference

4.3 Coniston and BMH labs.

Ellen Manning and Ian Laird have inspected Ralph Black Drive and Coniston. There had been an issue with a contractor on site who had not done an induction.

4.4 WorkCover Audit in 2010

Engineering expected to be audited. Documentation is being updated for this audit.

5. Date of Next Meeting – Tuesday, 28th April 2009

FACULTY OF ENGINEERING WAC COMMITTEE MEETING 01/09 OUTSTANDING ACTION ITEMS

No.	Item	Discussion	Action	Complete
1	Overheating in Bld 4 offices	No airflow in building	10/3 – Wayne Ireland to request latch to be put on door	
2	Liquid Nitrogen in lifts	Carrying of liquid nitrogen in lifts	10/3 Ellen Manning to follow up with Rodney Vickers	
3	2008 Physics Inspection Reports	2008 Physics Inspection Reports to be followed up	10/3 – Tara McIntyre to give print-out to Bill Zealey	
4	First Aid Officer	First aid officer for Coniston	10/3 – Ron Marshall to follow up.	
5.	WAC Membership	Committee Member required from Coniston	10/3 – Ron Marshall to follow up.	
6.	Faculty Induction Form	Training to be included, Page 3 to be deleted.	10/3 – Wayne Ireland and Ian Laird to work on document.	