



## FACULTY OF ENGINEERING WORKPLACE ADVISORY COMMITTEE MINUTES 2/ 2009

Minutes of the meeting (2/2009) of the Workplace Advisory Committee held in Room 8.114 on Tuesday 28th April 2009, at 2.30pm.

### Attend:

Ron Marshall (Chair)

Jose Humberto Dominguez Davila (pg rep)

Roma Hamlet

Wayne Ireland

Ellen Manning

Mark Reid

Alex Remennikov

Greg Tillman

### 1. Preliminary Business

1.1 **Apologies** – Brian Monaghan, Peter Wypych, Oliver Kennedy, Tara McIntyre

1.2 **Confirmation of Previous Minutes – 1/2009.**

Item 2.1 "ISEM" to be changed to "CME".

### 1.3 Action from Previous Meeting

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 28/4 – Security does not agree to latch on door. Wayne chocked door and monitored air flow.	To be reviewed in Summer.
2	Liquid Nitrogen in lifts	Carrying of liquid nitrogen in lifts	10/3 Ellen Manning to follow up with Rodney Vickers 28/4 – Several suggestions discussed. Plastic signs to be placed in lifts with dewars and gas bottles.	Wayne to discuss with Ellen
3	2008 Physics Inspection Reports	2008 Physics Inspection Reports to be followed up	10/3 – Tara McIntyre to give print-out to Bill Zealey 28/4 – Bill has carried out an inspection this year.	Roma to follow-up with Tara
4	First Aid Officer	First aid officer for Coniston	10/3 – Ron Marshall to follow up. 28/4- Stuart Rodd to be First Aid Officer. Martin Morillas & Brian Webb are Building Wardens. Building Warden to be appointed for Ralph Black Drive.	Ron to discuss with Ian Frew
5.	WAC Membership	Committee Member required from Coniston	10/3 – Ron Marshall to follow up. 28/4 – To be followed up	Ron 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. 28/4 – Research Project deleted. Training to be added. Email list requests to be changed.	Wayne Ireland to update form.
7.	Chemalert	Updating	28/4 – MSDS hard copy to Wayne. Wayne to give to Ellen to put on Chemalert	Ellen to arrange for update of Chemalert

### 2. Reports

#### 2.1 Hazard and Incident Reports

All incidents closed off. Medical treatment incident discussed. This was due to medication for medical condition, which is no longer being taken.

#### 2.2. University OH&S Committee Report

Summary of OHS Audits for 2008 and Roles of Persons in charge of laboratories distributed, included in Minutes and sent to Heads of School.

#### 2.3. School and Institute Safety Committee Reports

##### 2.3.1 CME

Overheating of offices in Building 4 discussed.

## 2.3.2 MMM

Minutes distributed. OHS Supervisors and Managers of Labs and Workshops distributed at MMM School Safety Committee. Procedure for etching discussed - Elena Pereloma to approve and one person to do the etching.

## 2.3.3 Phys

ISEM to be no longer represented on the Physics Safety Committee as they report to AIIM WAC Committee. If ISEM students were working in Physics laboratories Roger Lewis would represent them on the Physics School Safety Committee.

**2.4 Lab Safety Inspections and Follow Up**

Sixty eight inspection check lists were distributed on 9th April and sixteen have been returned. Follow-up inspections will be held the week commencing Monday 8th June. Inspection Teams being formulated with the Dean and Heads of School being members of the teams. All the technical staff will also be allocated to a team.

**3. Faculty of Engineering WAC Issues**

It was reported there were a number of WAC members who are required to do WAC training. Oliver Kennedy to do training when he returns from Long Service Leave.

**4. Other Business****4.1 Coniston Safety Inspections**

Safe walkways to be completed next week. Handrails to be installed on Mezzanine level. Chains to be installed to restrict vehicles in driveway. OHS updating RACE signage.

**4.2 Ralph Black Drive Safety Inspections**

Window grills and lighting to be done. OHS updating RACE signage.

**4.3 WorkCover Audit 2010**

Engineering is likely to be audited next year as part of the WorkCover Audit.

**4.4 Safetynet and Risk Assessments**

Test site is available.

**5. Date of Next Meeting – Tuesday, 2nd June 2009**

Ron Marshall  
Chair

**ACTION ITEMS**

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