



## 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 2nd June 2009, at 2.30pm.

### Attend:

Ron Marshall (Chair)  
Ian Laird  
Ellen Manning  
Tara McIntyre  
Mark Reid

Stuart Rodd  
Devi Saini (for Oliver Kennedy)  
Greg Tillman  
Peter Wypych  
Bill Zealey

## 1. Preliminary Business

1.1 **Apologies** – Roma Hamlet, Wayne Ireland, Oliver Kennedy, Brian Monaghan

1.2 **Confirmation of Previous Minutes – 2/2009.**

Minutes Confirmed

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. 2/6 – Wayne to follow-up on whether the OH&S Unit or technical staff will be responsible for this.	Wayne to follow-up with OH&S unit
3	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. 2/6 – Ron to chase up a second First Aid Officer for Coniston. Wendy Halford and Ian Frew are First Aid Officers for Ralph Black Drive. Wendy Halford is building warden for Ralph Black Drive. Ellen to check if First Aiders and Building Wardens are on the system.	Ron to follow up
5.	WAC Membership	Committee Member required from Coniston	10/3 – Ron Marshall to follow up. 28/4 – To be followed up 2/6 – Ron Marshall welcomes Stuart Rodd to the committee as the representative for Coniston	Complete
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. 2/6 – Wayne to report at next meeting	Wayne Ireland to update form.
7.	Chemalert	Updating	28/4 – MSDS hard copy to Wayne. Wayne to give to Ellen to put on Chemalert 2/6-Ron to check with Ellen if complete	Ellen to arrange for update of Chemalert

## 2. Reports

### 2.1 Hazard and Incident Reports

All incidents closed off. Discussion of a personal injury, environmental damage incident outside 4.G45. A defining noise is coming from a small exhaust hose through 4.G45 which was in direct line with a contractor. Suggestions of the hose being moved or a silencer to be put on the exhaust.

## 2.2. University OH&S Committee Report

Emergency management procedures are being revised, which will be included in the building warden training. Discussion on having an emergency alarm system that can be logged on through phones and computers. WAC surveys have been distributed.

## 2.3. School and Institute Safety Committee Reports

No committee's since last WAC meeting. Discussion of Building 15 contractors driving too fast on walkways. If contractors need to enter labs then they must contact the supervisor of the lab before entering. Ellen noted that in other departments they have a copy of 3 contact people for each school if this issue should arise. Ellen to pass the copy onto Wayne.

2.3.1 CME

2.3.2 MMM

2.3.3 Phys

## 2.4 Lab Safety Inspections and Follow Up

Lab safety self-inspections will begin on the 8<sup>th</sup> June.

## 3. Faculty of Engineering WAC Issues

### 3.1 HOS Report

In order to update the Faculty Safety Database accurately, Ron and Wayne will be photographing each piece of equipment.

## 4. Other Business

Discussion on the relationship between safety and the finance system. It was noted that there are issues in the purchasing system with correct Risk Assessment, Safe Work Procedures and Communication with Wayne in purchasing new equipment.

## 5. Date of Next Meeting – Tuesday, 4th August 2009

Ron Marshall  
Chair

### ACTION ITEMS

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			to Ellen to put on Chernalert 2/6-Ron to check with Ellen if complete	for update of Chernalert
6.	Contacts	Each school needs 3 contact people for contractors to enter the lab	2/6 – Ellen to pass on a list she has of contacts for each school if unauthorized personnel need to enter labs.	Ellen to pass list onto Wayne. Wayne to update list.