



## SCHOOL OF MECHANICAL, MATERIALS & MECHATRONIC ENGINEERING SAFETY COMMITTEE MEETING

Minutes of the School of Mechanical Materials & Mechatronic Engineering Safety Committee Meeting (2/2009) held on Tuesday, 21<sup>st</sup> April, 2009 at 2.30pm in meeting room Building 8:114.

<b>Attendance</b>	Joy de Mestre (Secretary)
A/Prof. Paul Cooper	Oliver Kennedy
A/Prof. Brian Monaghan	Ellen Manning
A/Prof. Peter Wypych	Liang Chen
Greg Tillman	

### 1. Preliminary Business

#### 1.1 Apologies

Stuart Rodd  
Wayne Ireland

#### 1.2 Confirmation of Previous Minutes – 1/2009

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 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 - <b>ongoing</b> <b>21/4/09 – Wayne to receive training for database access</b>
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. <b>Complete</b> <b>Ellen to expedite installation of First Aid kits in Building 8 tea room and Laser Lab 8.G26.</b> <b>21/4/09 - continuing</b>
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 – <b>Paul and Ellen to write up Faculty Safety Guidelines and Policies.</b> - add a sentence on Faculty SWP website with a link to the SWP on safety net – <b>to do</b> 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 - <b>22/4/09 – Actioned but recommended that reminders be sent only once per month. Ellen to follow up.</b>
4	Joy de Mestre	Safety Manuals missing from web	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 <b>21/4/09 – Thermo/Fluids Lab Name changed to “Mechanical Engineering Thermofluids Laboratories” and listed on the Web. Complete Thermofluids Laboratories manual in draft form waiting approval</b> <b>Liang Chen to email Joy &amp; Wayne the BSMC safety manual</b>

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 <b>22/4/09 Monthly report given but recommended that Key Performers &amp; Indicators, SWP's, etc. be made available</b>
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: - first aid for students - <b>ongoing</b> - SWP including <b>checklists for track day</b> - 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. <b>3/3/09</b> a) Ellen & Wayne to check manuals before placing on Web; - <b>ongoing</b> 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; - <b>ongoing</b> c) Oliver/Steve generate SWP on web to cover race day activities (attach manual etc) - <b>ongoing</b> d) Ellen to obtain presentation/document presented by Griffith Uni on their FSAE Review and circulate to Oliver – <b>done</b> <b>21/4/09 - Paul to arrange a time to discuss OHS issues with students at Coniston</b>
7	Greg Tillman & Ellen Manning	Testing with Picric Acid	Greg and Ellen to carry out Picric Acid heating risk analysis and determine whether necessary/viable <b>21/4/09 – SWP almost complete. Recommended that info on those involved in the development be written and included with the SWP</b>
8	Ellen Manning	Security Enhanced Sources	Ellen to follow up <b>21/4/09 – ongoing</b>

2 Reports

2.1 Hazard and Incident Reports

Incident/Hazard	Date	Treatment	Lost Time	Cause	Risk	Action Taken / Recommendation
Increased noise levels due to bldg 6 demolition & construction	18.3.09				Medium	Provision of hearing protection for those in western offices of bldg 3 & surrounding buildings during demolition & construction of building 6
Bldg 8 - Window winder broke during operation resulting in a deep cut to the left thumb	9.4.09				Low	Window lock key provided to Brad Steppenbelt
Building 1 – tripped & slipped on top step tread whilst walking upstairs. Two paving blocks on top tread fell away under my foot after stepping on them	24.3.09				Medium	No action recorded on Web.

2.3 Lab Safety Inspections and Follow Up

Wayne informed us that a) 34 Inspections checklist distributed on 9/4/09 and b) 0 returned as of 12 noon 21/4/09 – due 1/5/09

2.3 (a) Brian Monaghan's Lab in 1:126b checklist not distributed. **Ellen to check with Wayne**

2.3 (b) Blackbutt Drive is used by CME, BMH and Power Quality. **Ellen to contact Power Quality (Vic Smith) regarding inspections for his area and any area shared by CME and BMH.**

2.3 (c) **Paul Cooper and Wayne Ireland to check on MMM laboratory doors for correct information displayed.**

3. Other Business

3.1 Ellen informed us that there is to be a Work Cover Audit of UOW by the end of 2010 – Engineering could be audited.

3.2 Risk Assessments going online end of 2009. There is a Test Site on the web under Safety Net: Test Site: Risk Assessments

3.3 OH&S issues in Laboratories/Teaching Program – no problems reported. All appears to be working well.

3.4 Guidelines (MMM Document) OHS for Supervisors & Managers of Laboratories, Workshops & High Risk Areas tabled.

- There was considerable discussion of the document and suggestions made as to changes. **Action Ellen and Paul to update document. Action Safety committee members provide further feedback on the document if necessary.**

5. Date of Next Meeting: 28<sup>th</sup> July, 2009

**OUTSTANDING ACTION ITEMS**

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 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 - <b>ongoing</b> 21/4/09 – <b>Wayne to receive training for database access</b>	Wayne Ireland
2	Warden Building 8	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. <b>Complete</b> <b>Ellen to expedite installation of First Aid kits in Building 8 tea room and Laser Lab 8.G26.</b> 21/4/09 - <b>continuing</b>	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 – <b>Paul and Ellen to write up Faculty Safety Guidelines and Policies.</b> - add a sentence on Faculty SWP website with a link to the SWP on safety net – <b>to do</b> 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 - 22/4/09 – <b>Actioned but recommended that reminders be sent once per month. Ellen to follow up.</b>	Ellen Manning
4	Safety Manuals missing from web	<b>21/4/09 – Thermo/Fluids Lab Name changed to “Mechanical Engineering Thermofluids Laboratories” and listed on the Web. Complete</b> <b>Thermofluids Laboratories manual in draft form waiting approval</b> <b>Liang Chen to email Joy &amp; Wayne the BSMC safety manual</b>	Ellen Manning & Tara McIntyre Wayne Ireland
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 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 <b>22/4/09 Monthly report given but recommended that Key Performers &amp; Indicators, SWP’s, etc. be made available</b>	Ellen Manning
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		<p>- ventilation in lab for solvents and resins. Oliver to check if there is Aust Standards for PPE.</p> <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> <p><b>3/3/09</b></p> <p>a) Ellen &amp; Wayne to check manuals before placing on Web; - <b>ongoing</b></p> <p>b) Oliver to: get MSDS for resins etc, check Workcover site (search for fibreglass), check HSIS database for procedures, if necessary contact Byrne Surf &amp; Ski; - <b>ongoing</b></p> <p>c) Oliver/Steve generate SWP on web to cover race day activities (attach manual etc) - <b>ongoing</b></p> <p>d) Ellen to obtain presentation/document presented by Griffith Uni on their FSAE Review and circulate to Oliver – <b>done</b></p> <p><b>21/4/09 - Paul to arrange a time to discuss OHS issues with students at Coniston</b></p>	Oliver Kennedy/ Paul Cooper
7	Testing with Picric Acid	<p>Greg and Ellen to carry out Picric Acid heating risk analysis and determine whether necessary/viable</p> <p><b>21/4/09 – SWP almost complete. Recommended that info on those involved in the development be written and included with the SWP</b></p>	Greg Tillman & Ellen Manning
8	Security Enhanced Sources	<p>Ellen to follow up</p> <p><b>21/4/09 - ongoing</b></p>	Ellen Manning
9	MMM Guidelines for Academics in Charge, etc	<p>(MMM Document) OHS for Supervisors &amp; Managers of Laboratories, Workshops &amp; High Risk Areas</p> <p><b>Action Ellen and Paul to update document. Action Safety committee members provide further feedback on the document if necessary.</b></p>	Ellen Manning & Paul Cooper