



SCHOOL OF MECHANICAL, MATERIALS & MECHATRONIC ENGINEERING SAFETY COMMITTEE MEETING

Minutes of the School of Mechanical Materials & Mechatronic Engineering Safety Committee Meeting (3/2009) held on Tuesday, 28th July, 2009 at 2.30pm in meeting room Building 8:114.

Attendance	Joy de Mestre (Secretary)
A/Prof. Paul Cooper	Wayne Ireland
Weihua Li	

1. Preliminary Business

1.1 Apologies

Stuart Rodd, Ellen manning, Liang Chen, Peter Wypych

1.2 Confirmation of Previous Minutes – 2/2009

Confirmed.

1.3 Action from Previous Meeting and progress reports

No.	Name	Item	ACTION
1	Wayne Ireland	An updated list of High Risk Equipment to be supplied	21/4/09 – Wayne to receive training for database access 28/7/09 – Training completed and Wayne will be undertaking an audit of all MMM labs to update faculty equipment database.
2	Wayne Ireland	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. Complete Ellen to expedite installation of First Aid kits in Building 8 tea room and Laser Lab 8.G26. 21/4/09 – continuing 28/7/09 – First aid kit still to be installed in 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. - 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 - 22/4/09 – Actioned but recommended that reminders be sent only once per month. Ellen to follow up. 28/7/09 – Joy to follow-up with Ellen
4	Joy de Mestre	Safety Manuals missing from web	21/4/09 – Thermo/Fluids Lab Name changed to “Mechanical Engineering Thermofluids Laboratories” and listed on the Web. <i>Complete</i> Liang Chen to email Joy & Wayne the BSMC safety manual - complete Thermofluids Laboratories manual in draft form waiting approval – On-going
5	Wayne Ireland Weihua Li	FSAE Activities	15/4/08 – Paul asked Oliver to create a Lab Safety Manual for the FSAE group. Ongoing 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 – All students completed course, 5 students completed Senior first aid. - ventilation in lab for solvents and resins. Oliver to check if there is Aust Standards for PPE. 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) 21/4/09 -& 28.7.09 - Paul to arrange a time to discuss OHS issues with students at Coniston.

			28/7/09 – Wayne to check FSAE Chemical inventory & update ChemAlert, hard copies to be kept at Coniston. Weihua & Wayne to expedite SWP on SafetyNet to cover track days. SWP required on SafetyNet for Working with composites/resins.
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 21/4/09 – SWP almost complete. Recommended that info on those involved in the development be written and included with the SWP 28/7/09 – SWP complete and approved
8	Ellen Manning	Security Enhanced Sources	Ellen to follow up 21/4/09 – ongoing 28/7/09 – After a number of meetings a decision was made to dispose of SE Sources. Ellen to devise a PLAN for disposal. - complete
9	Ellen	MMM Guidelines for Academics in charge, etc	(MMM Document) OHS for Supervisors & Managers of Laboratories, Workshops & High Risk Areas. Action Ellen and Paul to update document. Action Safety committee members provide further feedback on the document if necessary – 27/8/09 - continuing

2 Reports

2.1 Hazard and Incident Reports

Incident/Hazard	Date	Treatment	Lost Time	Cause	Risk	Action Taken / Recommendation
Observed outside Matis Lab 2 males working at western fume cupboard & neither were wearing safety glasses.	22.6.09				Medium	Update SWP UOW00288 to include the following-not to be performed while working alone-only to be performed during normal working hours 28.7.09 – Head of School sent strong message to all members of school
Student fell from his chair, appeared to have a fit, hit his head when fell. Student called security from staff member’s office, security came & called ambulance. Student waited in staff members office before the ambulance came	22.4.09				Negligible	No emergency contact sign in room (comment from Wayne Ireland) RACE [poster attached to wall above fan switches, adjacent to main entrance]
DSI Spot welder failed electrical testing	16.6.09				Negligible	Repair or renew spot welder
Two syringers found in bin by cleaners In Gleeble Lab.Bldg 2	28.7.09					Wayne to supply a sharps container

2.2 Lab Safety Inspections and Follow Up

- 2.2.1 Hazard identification door signage required for following labs Coniston A2, 2.G04, 2.G06, 2.102, 2.102a, 2.106, 2.107,1.112, 1.115,1.116, 1.119, 1.122, 4.45, 4.46, 4.47, & 8.G26. First aid personnel/building wardens will be identified on door signage.
- 2.2.2 Emergency exit lighting required for corridor in 1.G18
- 2.2.3 Update Emergency procedure [RACE] posters
- 2.2.4 First aid kits require inspection/restocking as per schedule
- 2.2.5 Supply glass bins and sharps containers

2.3 OH & S Officer Report and actions

2.3.1 Recent actions/initiatives

Follow up on corrective actions identified in lab inspections
 Additions to ChemAlert of MSDS

2.3.2 MMM Compliance with OH&S legislation

2.3.3 Database report – a report was presented at the Head of Schools meeting which is attached to these minutes, attachment A

2.3.4 Priority areas for action, etc.

Audit of labs to update faculty safety database in relation to equipment and risk management documentation for equipment rated extreme, high and medium.

Assist with Weihua Li with finalization of FSAE safety manuals

Design and produce stick-on signs for all medium to extreme MMM/Faculty equipment with ownership listed so as to “close the loop” and clearly identify all equipment listed in the Faculty database.

3. Other Business

No other business.

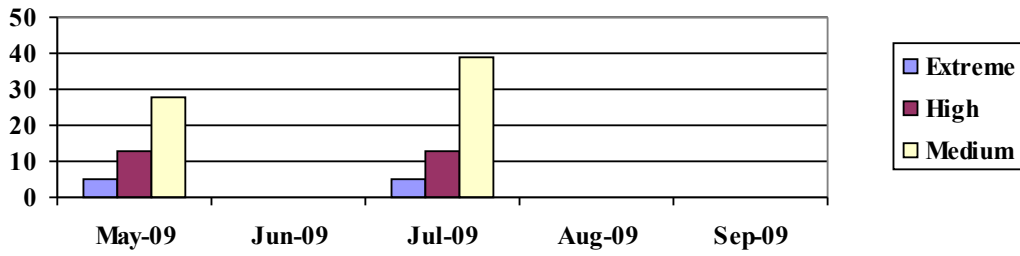
5. Date of Next Meeting: 15th September, 2009

OUTSTANDING ACTION ITEMS

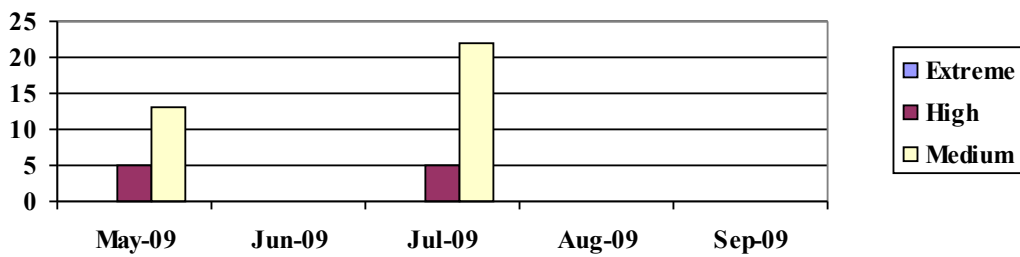
No.	Item	ACTION	Name
1	Equipment register	28/7/09 – Training completed and Wayne will be undertaking an audit of all MMM labs to update faculty equipment database and track down any local hardcopy SWPs, RAs, etc – high priority.	Wayne Ireland
2	First aid kits	28/7/09 – First aid kit still to be installed in 8:G26	Wayne Ireland
3	Email notifications	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 – Actioned but recommended that reminders be sent only once per month. Ellen to follow up. 28/7/09 – Joy to follow-up with Ellen	Ellen Manning/ Joy de Mestre
4	Safety Manuals missing from web	Thermofluids Laboratories manual in draft form waiting approval – Ongoing	Wayne Ireland Paul Cooper
5	FSAE	15/4/08 – Paul asked Oliver to create a Lab Safety Manual for the FSAE group. Ongoing 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 – All students completed course 5 students completed Senior first aid. - ventilation in lab for solvents and resins. Oliver to check if there is Aust Standards for PPE. 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 to generate SWP on web to cover race day activities (attach manual etc) 21/4/09 - Paul to arrange a time to discuss OHS issues with students at Coniston, 28/7/09 28/7/09 – Wayne to check FSAE Chemical inventory & update ChemAlert, hard copies to be kept at Coniston. Weihua & Wayne to expedite SWP on SafetyNet to cover track days. SWP required on SafetyNet for Working with composites/resins.	Weihua Li Wayne Ireland Paul Cooper
6	MMM Guidelines for Academics in Charge, etc	(MMM Document) OHS for Supervisors & Managers of Laboratories, Workshops & High Risk Areas 28.7.09 - Action Ellen and Paul to update document. Action Safety committee members provide further feedback on the document if necessary.	Ellen Manning & Paul Cooper
7	Labels for all Faculty Equipment	28 7 09 Wayne to design and produce labels to go on all Faculty equipment noting equipment number, SWP number, persons responsible, etc	Wayne Ireland
8	Sharps bins	Sharps bin to be provided in 2.G04	Wayne Ireland
9	Door signage	Standard signage to be placed on all MMM lab doors	Wayne Ireland

MMM Safety Database report (Attachment A)

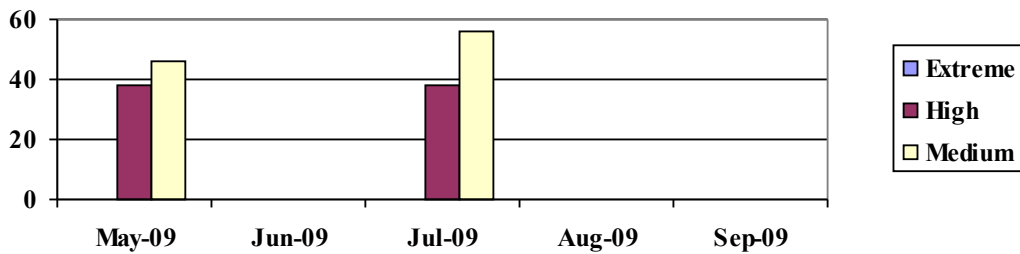
Number of equipment



Number of SWP



Percentage SWP/Number of Equipment



Percentage of equipment with no documentation

