



SCHOOL OF ENGINEERING PHYSICS / ISEM SAFETY COMMITTEE MEETING

Minutes of the School of Engineering Physics / ISEM Safety Committee Meeting (2/2009) held on
Tuesday, 21st April, 2009 at 2.30pm in Room 1.105

Attendance:

Mr Duncan Fisher
Mr Wayne Ireland (OH&S Officer)
Dr Alexey Pan

Tara McIntyre (Minute Secretary)
A/Prof Rodney Vickers
A/Prof Bill Zealey (Chair)

1. Preliminary Business

1.1 Apologies

Dr Josip Horvat, Dr Michael Lerch, Ellen Manning

1.2 Confirmation of Previous Minutes – Minutes of the meeting 1/2009 confirmed.

1.3 Action from Previous Meeting – progress reports.

15 th Apr 08	Bill Zealey	Big 15 Helium collection facility needs someone to be in charge. 22/7 – Rodney Vickers to discuss with School. 10/2 – Tara to add to inspection schedule for Physics. 21/4 – Wayne Ireland suggested as technical support for 15.GS7	Ellen has emailed Tara (18/2/09) the request to add the Helium Collection Facility to the inspection schedule. Bill Zealey to discuss with Rodney Vickers 15.GS7 has been added to inspection schedule Rodney Vickers to speak to Ron Marshall
10 th February 09	Bill Zealey	Bill Zealey to contact Joanne George at Innovation Campus regarding the status of MSDS and Risk Assessment information at AIIM Facility. 21/4 – All AIIM safety issues to be covered by AIIM WAC. Rodney Vickers to invite Roger Lewis to join the committee to represent ISEM Bld 15 labs.	Bill Zealey to contact Joanne George at Innovation Campus regarding the status of MSDS and Risk Assessment information at AIIM Facility. Rodney Vickers to invite Roger Lewis onto the committee
10 th February 09	Bill Zealey	Bill Zealey to follow up on report about constant beeping door 15.210 discussed on the Hazard and Incident Reports tabled. 21/4 – Complete	Bill Zealey to follow up. Report on Safety Net is listed as resolved
10 th February 09	Bill Zealey	It was discussed that if ISEM are still part of this Safety Committee at the next meeting (3/3/09) – Joanne George to be approached by Bill Zealey to submit a report containing the major issues that need to be discussed. Ellen to invite Joanne George to attend next meeting. 21/4 – Completed	Joanne George to be approached by Bill Zealey to submit a report containing the major issues that need to be discussed. Ellen to invite Joanne George to attend next meeting if applicable.
10 th February 09	Bill Zealey	Bill Zealey to speak with Rodney Vickers regarding OHS responsibilities contained in current position descriptions needing to be more detailed. 21/4 – Ellen Manning is creating a MMM general safety document for the school. This document could be modified to be used for Physics.	Bill Zealey to speak with Rodney Vickers. Wayne to speak to Ellen about getting a copy of the document
10 th February 09	Bill Zealey	Bill Zealey to speak with Rodney Vickers to discuss making one person responsible for the Semiconductor Research Labs on the second floor of Building 15. 21/4 - Complete	Bill Zealey to speak with Rodney Vickers. Roger Lewis and Rodney Vickers to be responsible

2. Reports

2.1 Hazard and Incident Reports

No Physics hazards listed. Wayne Ireland to follow-up on hazard report not showing up on safety net.
Wayne to speak with Michael Lerch about ergonomic issues with his office, as well as Anatoly Rosenfelds.

2.2 Lab Safety Inspections and Follow Up

Lab self-inspections have already been distributed and need to be returned on the 1/05/09. Follow-up inspections to commence on the 8th June. Draft inspection timetable to be sent out before the end of the week. Rodney to discuss with Physics at the next school meeting about taking part in inspecting other school's labs.

8. Other Business

Postgraduate Representative – Bill Zealey to speak to the students about a representative for the committee

Equipment Register – Wayne Ireland to pass the equipment register onto Bill Zealey. Bill to circulate to the school for staff to update their equipment lists.

Bill to discuss with the WAC committee about having equipment put onto the Faulty Equipment register as soon as it is purchased.

Meeting times - Wayne to speak to Roma about the meeting timetable so he can make it to all schools Safety Committee Meetings.

9. Date of next meeting – 28th July, 2009 – 2.30pm in 1.105.

Bill Zealey
Chair

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21 st April 09	Wayne Ireland	Ergonomic issues with Michael Lerch and Anatoly Rosenfeld's Offices. Hazard report not showing up on Safety Net under Physics	Wayne Ireland to speak to Michael Lerch
21 st April 09	Rodney Vickers	More academic staff are needed to be apart of the physics follow-up inspection teams	Rodney Vickers to speak to staff at next school committee meeting
21 st April 09	Bill Zealey	New Postgraduate representative needed for Safety Committee	Bill Zealey to speak to the students
21 st April 09	Wayne Ireland Bill Zealey	Equipment register needs to be updated. Equipment needs to be put on Faculty register as soon as it is purchased	Wayne Ireland to pass equip. register onto BillZealey . Bill to distribute to school. Bill to speak with WAC about equip. being out on register.
21 st April 09	Wayne Ireland	It would be benefical is Wayne Ireland could attend all 3 school safety committee meetings	Wayne Ireland to speak to Roma about the meeting schedule