



SCHOOL OF ENGINEERING PHYSICS SAFETY COMMITTEE MEETING

Minutes of the School of Engineering Physics Safety Committee Meeting (3/2009) held on
Tuesday, 28th July, 2009 at 2.30pm in the Faculty Lunch Room.

Attendance:

Mr Duncan Fisher
Mr Josip Horvat
Dr Michael Lerch

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

1. Preliminary Business

1.1 Apologies

Wayne Ireland and Ellen Manning (OH&S Officers)

1.2 **Confirmation of Previous Minutes** – Minutes of the meeting 2/2009 confirmed.

1.3 **Action from Previous Meeting** – progress reports.

15 th Apr 08	Bill Zealey	<p>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 28/7 – Wayne confirmed he would be listed as the technical support for 15.GS7 Complete</p>	<p>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</p>
10 th February 09	Bill Zealey	<p>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. 28/7 – Outstanding</p>	<p>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 Bill Zealey to invited Roger Lewis to the committee</p>
10 th February 09	Bill Zealey	<p>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. 28/7 – Wayne Ireland was given the document by Ellen Manning and passed on a copy to Bill Zealey. Bill Zealey to bring it up at the next school meeting under OH&S.</p>	<p>Bill Zealey to speak with Rodney Vickers. Wayne to speak to Ellen about getting a copy of the document Bill Zealey to bring it up at the next School Committee Meeting</p>
21 st April 09	Wayne Ireland	<p>Ergonomic issues with Michael Lerch and Anatoly Rosenfeld's Offices. Hazard report not showing up on Safety Net under Physics 28/7 – Complete</p>	<p>Wayne Ireland to speak to Michael Lerch</p>
21 st April 09	Rodney Vickers	<p>More academic staff are needed to be apart of the physics follow-up inspection teams 28/7 – Complete</p>	<p>Rodney Vickers to speak to staff at next school committee meeting</p>
21 st April 09	Bill Zealey	<p>New Postgraduate representative needed for Safety Committee 28/7 – Outstanding</p>	<p>Bill Zealey to speak to the students</p>

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 28/7 – Equipment list to be distributed to school for updating of SWP's and RA's on safety net. Bill Zealey to speak to lab coordinators to make sure they know how to use Safety net for new SWP's and RA's	Wayne Ireland to pass equip. register onto Bill Zealey . Bill to distribute to school. Bill to speak with WAC about equip. being put on register. Rodney Vickers to pass equip. list onto Bill Zealey. Bill to speak to Lab coordinators about their SWP's and RA's
21 st April 09	Wayne Ireland	It would be beneficial if Wayne Ireland could attend all 3 school safety committee meetings 28/7 - Ongoing	Wayne Ireland to speak to Roma about the meeting schedule

2. Reports

2.1 Hazard and Incident Reports

Discussion of a burnt student over at the innovation campus. Josip Horvat reported it through safety net and it was approved by Rodney Vickers. **Complete**

2.2 Lab Safety Inspections and Follow Up

Wayne Ireland has been through the lab inspection to check for urgent matters. Wayne Ireland has begun going through and correcting the actions he is responsible for. Lab Inspection reports will be going out by the end of next week.

3. Other Business

Bill Zealey to speak to the WAC committee about the safety issues with the building 4 exit being blocked off for new automatic doors being installed. Hazards include whether a risk assessment was completed and were there directions of where to go in case of an emergency evacuation?

Wayne Ireland will be doing a large audit of all the Engineering labs and Equipment due to the lack of Safe Work Procedures. He will be taking photos of each piece of equipment so an accurate register can be kept.

Bill Zealey to take to the WAC committee the issue with recycling bins for batteries.

9. Date of next meeting – 15th September, 2009 – 2.30pm in 1.105.

Bill Zealey
Chair

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28 th July	Tara McIntyre	<p>Reports of the lab self and follow-up inspections to be distributed to staff</p>	<p>Tara to input data and send out reports to lab supervisors</p>
28 th July	Bill Zealey	<p>Issue with the hazards involved with Building 4 exit being blocked off for the installation of automatic doors.</p>	<p>Bill Zealey to take the issue to the next WAC committee</p>
28 th July	Bill Zealey	<p>Labs need recycling bins for the disposal of batteries.</p>	<p>Bill to take to the next WAC committee</p>