



FACULTY OF ENGINEERING -WORKPLACE ADVISORY COMMITTEE AGENDA

Minutes of the Faculty of Engineering Workplace Advisory Committee meeting (4/2009) held on Tuesday, 4th August 2009, 2.30pm Room 8.114

Attendance:

Ron Marshall (Chair)
Roma Hamlet
Wayne Ireland
Devi Saini

Ian Laird
Tara McIntyre
Greg Tillman
Bill Zealey

1. Preliminary Business

1.1 Apologies - Jose Humberto Dominguez Davila, Ellen Manning, Brian Monaghan, Peter Wypych

1.2 Confirmation of Previous Minutes – 3/2009

Confirmed

1.3 Action from Previous Meeting – progress reports

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. 4/8 - Working Party on Thermal Discomfort formed.	To be reviewed in Summer. Ellen to report to Working Party
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. 4/8 - Signs in Bld 15 to be installed	Wayne to follow-up with OH&S unit Wayne to organise
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. 4/8 - Complete	Ron to follow up
4.	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 4/8 - Form being updated together with AHA Form	Wayne Ireland to update form.
5.	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 4/8 - Reminder to be sent out regularly. Staff to liaise with Wayne and Stephanie to be called in to update.	Ellen to arrange for update of Chemalert
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. 4/8 - List to be updated.	Ellen to pass list onto Wayne. Wayne to update list. and send to B&G.

2. Reports

2.1 Hazard and Incident Reports

There have been no major incidents. Injuries reported have been personal injuries re ergonomics, not wearing safety glasses and syringes put in domestic waste bin in lab. Ellen and Wayne are meeting with lab supervisor.

2.2. University OH&S Committee Report – I Laird

Thermal Comfort Survey being carried out in Bld 41.

2.3. School and Institute Safety Committee Reports – CME, MMM, Phys

2.3.1. CME School Safety Committee

Concern re handling of money by admin staff. Admin Manager to carry out a Risk Assessment.

2.3.2 MMM School Safety Committee

Safety Induction Manual is being produced for SAE and SAE safety processes are being reviewed.

2.3.3 Phys School Safety Committee

School is working on SWPs for Equipment This item came from HOS reports.

2.4 Lab Safety Inspections and Follow Up

Report will be available at the end of next week. Recurring items were servicing of first aid kits and issues with chernalert.

3. Faculty of Engineering WAC Issues

3.1 HOS Report

Safety Report is delivered to HOS once a month to review safety in Schools. Schools have 100% extreme risk equipment and 56% of high risk equipment with no SWPs, HOS Report to be tabled at WAC meetings.

4. Other Business

After Hours Access Form

Students accessing labs and using equipment after hours have been completing a Building & Grounds After Hours Form which only gives them authorisation to be in the buildings. This doesn't authorise the use of equipment or show competency in using equipment. A Faculty form has been developed to suit engineering and cover these issues. The draft form was tabled and approved.

5. Date of Next Meeting – Tuesday, 22nd September 2009

Ron Marshall
Chair

OUTSTANDING ACTION ITEMS

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. 4/8 - Working Party on Thermal Discomfort formed.	To be reviewed in Summer. Ellen to report to Working Party
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. 4/8 - Signs in Bld 15 to be installed	Wayne to follow-up with OH&S unit Wayne to organise
43	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 4/8 - Form being updated together with AHA Form	Wayne Ireland to update form.
4.	Chernalert	Updating	28/4 – MSDS hard copy to Wayne. Wayne to give to Ellen to put on Chernalert 2/6-Ron to check with Ellen if complete 4/8 - Reminder to be sent out regularly. Staff to liaise with Wayne and Stephanie to be called in to update.	Ellen to arrange for update of Chernalert
5.	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. 4/8 - List to be updated.	Ellen to pass list onto Wayne. Wayne to update list. and send to B&G
6.	Handling of Money	Admin staff handling money	4/8 - Discussed. Risk Assessment to be completed by Admin Manager	Lorelle Pollard to do RA
7.	HOS Report	Monthly Safety Report produced for HOS Meeting	4/8 - Report to be tabled at WAC Meetings	Wayne Ireland