



SCHOOL OF MECHANICAL, MATERIALS & MECHATRONIC ENGINEERING SAFETY COMMITTEE MEETING

Minutes of the School of Mechanical Materials & Mechatronic Engineering Safety Committee Meeting (4/2009) held on Tuesday, 15th September, 2009 at 2.30pm in meeting room Building 8:114.

Attendance	
Brian Monaghan, Acting Chair	Greg Tillman
Weihua Li	Joy de Mestre (Secretary)
Liang Chen	

1. Preliminary Business

1.1 Apologies

Paul Cooper, Peter Wypych, Wayne Ireland, Ellen Manning

1.2 Confirmation of Previous Minutes – 3/2009

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. 15/9/09 - Audit of equipment register commenced, forms issued to all lab/workshop supervisors. Need to be completed by 9/10/09.
2	Wayne Ireland	Warden Building 8	28/7/09 – First aid kit still to be installed in 8:G26 15/9/09 - Dylan Smith from OHS unit chasing up – ongoing
3	Ellen Manning	Eng Web website – need to check content is appropriate and up to date	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 15/9/09 – An email is generated by SafetyNet for an SWP that has been submitted when 1. developer has submitted SWP for approval or 2. approver has returned SWP to developer for modification

			<p>There are no reminders generated by SafetyNet for SWPs waiting to be approved/modified. The developer or approver will have any outstanding items listed on their worklist. The developer receives notification by email on approval of an SWP. Status of the recommendation on 22/4/09 is required</p>
4	Wayne Ireland	Safety Manuals missing from web	<p>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 15/9/09 – Manual approved, waiting uploading onto faculty OHS webpage - ongoing</p>
5	Wayne Ireland Weihoa Li	FSAE Activities	<p>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. Weihoa & Wayne to expedite SWP on SafetyNet to cover track days. SWP required on SafetyNet for Working with composites/resins.</p>

			<p>15/9/09 - Chemical inventory audit to be carried out later in 2009 across whole of faculty. MSDS's listed for FSAE activities printed out in hard copy to be kept at Coniston. An extra folder covering chemicals taken to race and practice meets, developed. SWP for track days completed.</p> <p>Awaiting meeting times from FSAE students to assist in developing SWP's.</p>
6	Ellen Manning	MMM Guidelines for Academics in charge, etc	<p>(MMM Document) OHS for Supervisors & Managers of Laboratories, Workshops & High Risk Areas.</p> <p>Action Ellen and Paul to update document. Action Safety committee members provide further feedback on the document if necessary.</p> <p>15/9/09 - continuing – Joy to action</p>
7	Wayne Ireland	Labels for all Faculty Equipment	<p>28.7.09 Wayne to design and produce labels to go on all Faculty equipment noting equipment number, SWP number, persons responsible, etc.</p> <p>15/9/09 - Awaiting result from equipment register audit.</p>

2 Reports

2.1 Hazard and Incident Reports

Incident/Hazard	Date	Treatment	Lost Time	Cause	Risk	Action Taken / Recommendation
Strong smell in 1:G04 Caused headaches to students & facial skin irritation	3.8.09			Linoleum being laid & painting in Bldg 1 but was non toxic. Staff wore breathing apparatus	low	Ensure Contactor has area well ventilated (windows open in room and surrounding rooms)
Bldg 2. Cleaners found used capped syringes in general waste stream	28.7.09				Medium	Syringes to be collected from B&G by lab representative & disposed according to correct procedure.

Questions were raised with regard to the 1st Incident/Hazard report above. Is this person now OK and has there been any follow-up? Was there a Risk Assessment done before the work was carried out? Joy to follow up with OH&S.

Also noted there was an injury to a MMM BlueScope Cadet in Building 41 during a Lab class. This is a Physics Lab and the incident is ongoing. Due to an electrical shock occurring to a student and enquiries regarding the equipment, the stroboscopes in all labs will be taken out of service and sent to the manufacturer for checking.

2.2 Lab Safety Inspections and Follow Up

2.2.1 Most corrective actions from Autumn follow-up inspections completed

2.2.2 Spring self inspection due during recess [28/9-5/10], inspection forms will be distributed later this week.

3. Other Business

Greg Tillman reported that Safety Glasses are underway for 1:G10 for all Postgrads and Research Staff.

5. Date of Next Meeting: TBA - 2010

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. 15/9/09 - Audit of equipment register commenced, forms issued to all lab/workshop supervisors. Need to be completed by 9/10/09.	Wayne Ireland
2	First aid kits	28/7/09 – First aid kit still to be installed in 8:G26 15/9/09 – Dylan Smith from OHS unit chasing up - ongoing	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 15/9/09 – An email is generated by SafetyNet for an SWP that has been submitted when 1. developer has submitted SWP for	Ellen Manning/ Joy de Mestre

		<p>approval or 2. approver has returned SWP to developer for modification There are no reminders generated by SafetyNet for SWPs waiting to be approved/modified. The developer or approver will have any outstanding items listed on their worklist. The developer receives notification by email on approval of an SWP. What is the status of recommendation on 22/4/09? – Joy to chase up</p>	
4	Safety Manuals missing from web	<p>21/4/09 - Thermofluids Laboratories manual in draft form waiting approval – Ongoing 15/9/09 – Manual approved, waiting uploading onto faculty OHS webpage - ongoing</p>	Wayne Ireland
5	FSAE	<p>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. 15/9/09 - Chemical inventory audit to</p>	<p>Weihua Li Wayne Ireland Paul Cooper</p>

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6	MMM Guidelines for Academics in Charge, etc	<p>(MMM Document) OHS for Supervisors & Managers of Laboratories, Workshops & High Risk Areas</p> <p>28.7.09 - Action Ellen and Paul to update document. Action Safety committee members provide further feedback on the document if necessary.</p> <p>15.9.09 – continuing – Joy to Action</p>	Ellen Manning & Paul Cooper
7	Labels for all Faculty Equipment	<p>28 7 09 - Wayne to design and produce labels to go on all Faculty equipment noting equipment number, SWP number, persons responsible, etc</p> <p>15.9.09 – Awaiting result from equipment register audit</p>	Wayne Ireland
8	Incident/Hazard report of 3.8.09	<p>15.9.09 - Has there been any follow-up regarding student's problems from Linoleum laid and painting carried out in Bldg 1 that caused facial skin irritation and headaches. Is the student OK? Was a Risk Assessment carried out?</p>	Wayne Ireland