



**FACULTY OF ENGINEERING -WORKPLACE ADVISORY COMMITTEE MINUTES**

Minutes of the Faculty of Engineering Workplace Advisory Committee meeting (5/2009) held on Tuesday, 22nd September 2009, 2.30pm Room 8.114

**Attendance:**

Ron Marshall (Chair)  
Jose Humberto Dominguez Davila  
Ellen Manning

Tara McIntyre  
Greg Tillman  
Bill Zealey

**1. Preliminary Business**

- 1.1 Apologies – Wayne Ireland, Roma Hamlet
- 1.2 Confirmation of Previous Minutes – 4/2009 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. 22/9 – Ellen to speak to Mark Stevenson regarding insulation problem.	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 22/9 - Outstanding	Wayne to follow-up with OH&S unit  Wayne to organise
3.	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 22/9 - Outstanding	Wayne Ireland to update form.
4.	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. 22/9 – 2008 to June 2009 has been entered into Chemalert. Considering having Stephanie work one day a week to keep the system up to date.	Ellen to arrange for update of Chemalert Ellen to ask Stephanie to see Ron
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. 22/9 - Outstanding	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 22/9 – Tara to ask Lorelle to complete RA	Lorelle Pollard to do RA Tara to follow up
7.	HOS Report	Monthly Safety Report produced for HOS Meeting	4/8 - Report to be tabled at WAC Meetings 22/9 – Report will not be available until to equipment register has been reviewed as it ties into the HOS report. Report will allow more accurate figures.	Wayne Ireland Wayne to update equipment register

**2. Reports**

## 2.1 Hazard and Incident Reports

Discussion of 2 incidents that could have potentially been harmful.

A student who was working in the building 4 highbay fell and grabbed a steel cylinder pulling it from a pallet onto the ground and only narrowly missed the students arm. A meeting was held involving Chris Cook to discuss safety issues in the highbay lab.

A BlueScope Cadet studying at UOW received an electric shock on the inside of their right forearm from a stroboscope. Wayne Ireland was called and suggested to the Cadet to seek medical advice. The Cadet had refused and said they were feeling alright. The University followed to correct policies and procedures and the stroboscope has been sent off for repair and to see why it caused an electric shock.

## 2.2 University OH&S Committee Report – I Laird

Ian Laird unavailable to report however Ellen Manning also attended the meeting. Risk Assessments can now be entered on SafteyNet. On the 25-30<sup>th</sup> of October will be Safe Work Australia Week.

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

### 2.3.1. CME School Safety Committee

No CME representative

### 2.3.2 MMM School Safety Committee

Electric shock was the only main issue at the MMM safety committee meeting

### 2.3.3 Phys School Safety Committee

No Physics took place

## 2.4 Lab Safety Inspections and Follow Up

Wayne was not available for a report.

## 3. Faculty of Engineering WAC Issues

### 3.1 HOS Report

Reported on in Action from Previous Meeting – progress report, number 7

## 4. Other Business

Greg Tillman is to voice his concerns to Paul Cooper about changing a procedure in relation to an experiment.

Greg Tillman raised his concerns of contractors entering his lab when he has not been correctly notified. This is in relation to fixing one of the fume cupboards. Ron Marshall asked Greg Tillman to put in an incident report of this issue so the problem can be addressed.

## 5. Date of Next Meeting – TBA

Ron Marshall  
Chair

### OUTSTANDING ACTION ITEMS

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8.	Greg Tillman	Incident report for contractors entering labs	22/9 – Issue of contractors entering labs without notifying the person in charge of the lab	Greg Tillman to enter in an incident report