



SCHOOL OF ENGINEERING PHYSICS SAFETY COMMITTEE MEETING

Minutes of the School of Engineering Physics Safety Committee Meeting (4/2009) held on
Tuesday, 1st November, 2009 at 2.30pm in 1.105.

Attendance:

Mr Duncan Fisher	Tara McIntyre (Minute Secretary)
Mr Wayne Ireland (OH&S Officer)	A/Prof Rodney Vickers
Mr Josip Horvat	A/Prof Bill Zealey (Chair)

1. Preliminary Business

1.1 Apologies

Dr Michael Lerch, Ellen Manning

1.2 Confirmation of Previous Minutes – Minutes of the meeting 3/2009 confirmed.

1.3 Action from Previous Meeting – progress reports.

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.</p> <p>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.</p> <p>28/7 – Outstanding</p> <p>1/11 – Bill to remind and invite Roger again to join committee</p>	<p>Bill Zealey to contact Joanne George at Innovation Campus regarding the status of MSDS and Risk Assessment information at AIIM Facility.</p> <p>Rodney Vickers to invite Roger Lewis onto the committee</p> <p>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.</p> <p>21/4 – Ellen Manning is creating a MMM general safety document for the school. This document could be modified to be used for Physics.</p> <p>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>1/11 – Wayne to see how it is progressing. Wayne to bring it up at next HOS meeting and also to send the draft copy out to school asking for feedback</p>	<p>Bill Zealey to speak with Rodney Vickers.</p> <p>Wayne to speak to Ellen about getting a copy of the document</p> <p>Bill Zealey to bring it up at the next School Committee Meeting</p> <p>Wayne bring up at next HOS meeting and to send draft to school asking for feedback</p>
21 st April 09	Bill Zealey	<p>New Postgraduate representative needed for Safety Committee</p> <p>28/7 – Outstanding</p> <p>1/11 – Bill to approach Julia Green to ask to join committee or speak to other students</p>	<p>Bill Zealey to speak to the students</p>
21 st April 09	Wayne Ireland Bill Zealey	<p>Equipment register needs to be updated. Equipment needs to be put on Faculty register as soon as it is purchased</p> <p>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</p> <p>1/11 – Physics is to focus on med and high risk equipment. Bill Zealey to speak to individual staff to chase up outstanding documents. Duncan Fisher to assist in doing the equipment registry</p>	<p>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.</p> <p>Rodney Vickers to pass equip. list onto Bill Zealey.</p> <p>Bill to speak to Lab coordinators about their SWP's and RA's</p> <p>Bill Zealey to speak to individual staff. Duncan Fisher to assist in updating</p>

			register
21 st April 09	Wayne Ireland	It would be beneficial if Wayne Ireland could attend all 3 school safety committee meetings 28/7 - Ongoing – 1/11 – not able to be done Complete	Wayne Ireland to speak to Roma about the meeting schedule
28th July	Tara McIntyre	Reports of the lab self and follow-up inspections to be distributed to staff 1/11 – Complete	Tara to input data and send out reports to lab supervisors
28th July	Bill Zealey	Issue with the hazards involved with Building 4 exit being blocked off for the installation of automatic doors. 1/11 – Complete	Bill Zealey to take the issue to the next WAC committee
28th July	Bill Zealey	Labs need recycling bins for the disposal of batteries. 1/11 – Ongoing	Bill to take to the next WAC committee

2. Reports

2.1 Hazard and Incident Reports

Discussion of incident involving a Bluescope staff member being shocked by a stroboscope. Stroboscope was sent back to the store to be repaired. There were no problems with it and it has been given all clear. All procedures were correctly followed with the incident.

2.2 Lab Safety Inspections and Follow Up

Bill Zealey to work with George Takacs and Mike Lerch to complete self-inspection for building 41. Wayne to assist in self-inspections for building 15.

3. Other Business

Safety notes and lab manuals to be brought up at the next school committee meeting under Safety.

Discussion of the need for induction processes for demonstrators into labs to be formalised. Duncan Fisher to write up a draft procedure and then discuss with Bill Zealey.

Laser Lab (15.202) to no longer have David Martin as supervisor but now Roger Lewis.

Rodney Vickers to find a new chair of the Physics Safety Committee.

9. Date of next meeting – TBA

Bill Zealey
Chair

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28th July	Bill Zealey	<p>Labs need recycling bins for the disposal of batteries.</p> <p>1/11 – Ongoing</p>	<p>Bill to take to the next WAC committee</p>
1 st November	Bill Zealey	<p>Bill Zealey to work with George Takacs and Michael Lerch to get the bld 41 inspection done</p>	<p>Bill to speak to George and Michael</p>
1 st November	Duncan Fisher	<p>Draft a procedure for demonstrators to be inducted into labs.</p>	<p>Duncan to created procedure then speak to Bill</p>
1 st November	Bill Zealey and Tara McIntyre	<p>Tara to put lab manuals and safety notes on next school committee agenda. Bill to discuss it.</p>	<p>Tara to put on school committee agenda. Bill to discuss at next meeting</p>
1st November	Rodney Vickers	<p>Rodney to find new chair of safety comittee</p>	<p>Rodney to speak to staff</p>