



SCHOOL OF ENGINEERING PHYSICS SAFETY COMMITTEE MEETING

Minutes of the School of Engineering Physics Safety Committee Meeting (1/2010) held on Tuesday 9th March 2010 at 11am in 1.105

Attendance:

Mr Wayne Ireland (OH&S Officer) Roma Hamlet (Minute Secretary)
 Dr Josip Horvat A/Prof Rodney Vickers (part)
 Dr Michael Lerch (part) A/Prof Bill Zealey (Chair)

1. Preliminary Business

- 1.1 Apologies - Tara McIntyre, Duncan Fisher, Roger Lewis
- 1.2 Confirmation of Previous Minutes – 4/2009 - confirmed.
- 1.3 New Chair of Committee - Joseph Horvat to take over as Chair from next meeting.

2. 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>9/3/10 - Roger has been invited. Complete</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>9/3/10 - Rodney Vickers has seen the document and document to be put on next agenda.</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 Joseph to follow-up with Wayne</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>9/3/10 - Julia Green has agreed to be the student representative. Complete</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>9/3/10 - Equipment list circulated to staff who</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. 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 register</p> <p>Rodney Vickers to send a</p>

		have asked to indicate Risk Score and to work on High Risk RA's and SWPs. Report from HOS meeting submitted by Rodney Vickers and Rodney has sent a list to Wayne of outstanding rooms. OHS Unit will put hard copy SWPs on Safetynet.	copy to Joseph of First Yr Lab Manual has specifics on safety concerns. Each UG experiment should have a RA & SWP.
28th July	Bill Zealey	Labs need recycling bins for the disposal of batteries. 1/11 – Ongoing 9/3/10 - Ongoing	Bill to take to the next WAC committee Wayne Ireland to talk to ESI Unit
1 st November	Bill Zealey	Bill Zealey to work with George Takacs and Michael Lerch to get the bld 41 inspection done 9/3/10 - Feedback noted. Complete	Bill to speak to George and Michael
1 st November	Duncan Fisher	Draft a procedure for demonstrators to be inducted into labs. 9/3/10 - Draft procedure has been done by Duncan Fisher	Duncan to create procedure then speak to Bill Bill Zealey to circulate to School
1 st November	Bill Zealey and Tara McIntyre	Tara to put lab manuals and safety notes on next school committee agenda. Bill to discuss it. 9/3/10 - Lab Manual to be reviewed	Tara to put on school committee agenda. Bill to discuss at next meeting
1st November	Rodney Vickers	Rodney to find new chair of safety committee 9/3/10 - Bill Zealey thanked for his contribution to the Committee	Rodney to speak to staff Joseph Horvat to be new chair of Committee.

3. Reports

3.1 Hazard and Incident Reports

Wayne Ireland reported on Air Conditioning issues in Building 4.

3.2 Lab Safety Inspections and Follow Up

Discussed under Item 2. A walk around inspection was usually completed prior to session commencing. This was not done this year. Also noted communication of Evacuation Procedures to take place during the first week of classes. Wayne to send out email reminder. If there is no projector facilities to communicate procedures the RACE posters near entry doors to be used.

4. Other Business

4.1 The meeting was reminded that Field Activity Forms are to be completed before Field Activities can take place.

4.2 RACE posters have been ordered for CT Room and signage outside room "X-ray in Use"

4.3 Ellen Manning has taken up position of Technical Officer OHS in School of Chemistry. Ellen thanked for her contribution to the Committee.

4.4 Minutes of meetings to be typed up and distributed within a week of the meeting.

4. Date of Next Meeting: 20th April 2010

Bill Zealey
Chair

OUTSTANDING ACTION ITEMS 9th March 2010

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