1. **Preliminary Business**

1.1 Apologies – Ellen Manning now has new appointment in School of Chemistry. Collective appreciation was noted for all the work Ellen has done for the School.

1.2 Confirmation of Previous Minutes – 4/2009

Confirmed.

1.3 Action from Previous Meeting – progress reports

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>ACTION</th>
<th>Name</th>
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<tbody>
<tr>
<td>1</td>
<td>Equipment register</td>
<td>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. 2/3/10 - XRD 1.006 and two Polymer Labs 2.106 &amp; 107 are outstanding. MRL partially completed. Polymer labs – need to complete this inventory.</td>
<td>Paul Cooper to discuss with Hugh Brown</td>
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<td>2</td>
<td>First aid kits</td>
<td>28/7/09 – First aid kit still to be installed in 8:G26 15/9/09 – Dylan Smith from OHS unit chasing up - ongoing 2/3/10 - Completed</td>
<td>Roma Hamlet (Secretary)</td>
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<td>3</td>
<td>Email notifications</td>
<td>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 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</td>
<td>Roma Hamlet (Secretary)</td>
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<td>2/3/10 - There is quite a few SWPs under MMM waiting for approval from academic staff, some have been waiting over 12 months.</td>
<td>Wayne Ireland to send Paul Cooper a list and confirm reminders</td>
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<td>FSAE</td>
<td>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 &amp; 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 &amp; 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 &amp; update ChemAlert, hard copies to be kept at Coniston. Weihua &amp; 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 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. Awaiting meeting times from FSAE students to assist in developing SWP’s. 2/3/10 - Oliver Kennedy and Wayne Ireland discussed. Develop a procedure for AHA to get approval by Dean. List of equipment that can or cannot be used and students to sign-off as competent. SWP required for Dynamometer. Oliver Kennedy to organise a meeting of the team. This will be a priority. Students to be inducted for workshop and signed off and records kept.</td>
<td>Wayne Ireland to a. SWP for Resins and Composites b. SWP for Dynamometer c. Package together for After Hours use.</td>
<td></td>
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<td>MMM Guidelines for Academics in Charge, etc</td>
<td>(MMM Document) OHS for Supervisors &amp; Managers of Laboratories, Workshops &amp; High Risk Areas 28.7.09 - Action Ellen and Paul to update document. Action Safety committee members provide further feedback on the document if necessary. 15.9.09 – continuing – Joy to Action 2/3/10 - Continuing</td>
<td>Paul Cooper to update document</td>
<td></td>
</tr>
<tr>
<td>Labels for all Faculty Equipment</td>
<td>28 7 09 - Wayne to design and produce labels to go on all Faculty equipment noting equipment number, SWP number, persons responsible, etc</td>
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2/3/10 - There is quite a few SWPs under MMM waiting for approval from academic staff, some have been waiting over 12 months.

Wayne Ireland to send Paul Cooper a list and confirm reminders.

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Safety Manuals missing from web:
- 21/4/09 - Thermofluids Laboratories manual in draft form waiting approval – Ongoing
- 15/9/09 – Manual approved, waiting uploading onto faculty OHS webpage - ongoing
- 2/3/10 - Completed

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FSAE:
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- 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
  - 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;
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- 2/3/10 - Oliver Kennedy and Wayne Ireland discussed. Develop a procedure for AHA to get approval by Dean. List of equipment that can or cannot be used and students to sign-off as competent. SWP required for Dynamometer. Oliver Kennedy to organise a meeting of the team. This will be a priority. Students to be inducted for workshop and signed off and records kept.

Wayne Ireland to:
- a. SWP for Resins and Composites
- b. SWP for Dynamometer
- c. Package together for After Hours use.

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MMM Guidelines for Academics in Charge, etc:
- (MMM Document) OHS for Supervisors & Managers of Laboratories, Workshops & High Risk Areas
- 28.7.09 - Action Ellen and Paul to update document. Action Safety committee members provide further feedback on the document if necessary.
- 15.9.09 – continuing – Joy to Action

Paul Cooper to update document.

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Labels for all Faculty Equipment:
- 28 7 09 - Wayne to design and produce labels to go on all Faculty equipment noting equipment number, SWP number, persons responsible, etc
15.9.09 – Awaiting result from equipment register audit

2/3/10 - Looking at design on label. Paul Cooper would like A5 size for all High Risk Equipment. Wayne Ireland

8 Incident/Hazard report of 3.8.09

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?

4/3/10 - Risk Assessment had been carried out. This was not a dangerous chemical. Fans were brought in and windows opened to allow for ventilation. Student is now okay. A contractor did not follow the SWP. Complete

2. Reports

2.1 Hazard and Incident Reports

<table>
<thead>
<tr>
<th>Incident/Hazard</th>
<th>Date</th>
<th>Treatment</th>
<th>Lost Time</th>
<th>Cause</th>
<th>Risk</th>
<th>Action Taken / Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref No. HIR-09-0715 1.G12 Using Instron 1341 for prac classes actuator went into compression causing damage to sample holders and machine</td>
<td>5.11.09</td>
<td>NIL</td>
<td>Possible software and or mechanical parts fault. Likely reasons; leak in hydraulic pump allowing water to leak into oil changing the viscosity of the water allowing the actuator to go into compression and malfunctioning. Engineers currently fault finding and will send a report once finalised.</td>
<td>Medium</td>
<td>Machine to be inspected by service technician and a report given to determine why the fault happened. Completed by J Gonzalez 5/12/09</td>
<td>Develop safe work procedure for operating the tensile tester. Completed by W Ireland 2/12/09</td>
</tr>
<tr>
<td>Ref No. HIR-09-0543 2.G06 The electromagnetic coil inside an Induction Magnet burned possibly due to an internal failure in the machines insulation causing it to overheat. This resulted in smoke and strong smells being emitted from the machine in room 2.G06, the corridor of building 2 and into building 8.</td>
<td>08.10.09</td>
<td>NIL</td>
<td>Incident most likely the result of an internal failure within the machines insulation that caused the coil to overheat resulting in the smoke and strong smell being emitted from the machine</td>
<td>Medium</td>
<td>Remove machine out of service and place danger tag on it. Completed by P. Cooper 11/10/09.</td>
<td>Re-locate fire extinguisher in 2.G06. Completed by B &amp; G 22/10/09.</td>
</tr>
</tbody>
</table>
This happened during fabrication of MR elastomer sample by a student. When he noticed the smoke and smells, he immediately turned off the system and opened the door and windows before the alarm sounded. The machine had enough heat inside it after it was turned off to continue smoking until the fire brigade put it out.

Organise for machine to be inspected to identify underlying causes of burnout in the machine. Completed by W Ireland 29/10/09.

Review purchasing procedure for equipment that has a medium to high level of risk associated with it. Completed by W. Ireland 13/10/09.

Maintain extinguishers. Completed by B & G 9/10/09.

Noted guard is being made for Instron equipment. **Action:** Paul Cooper to look at who is the Lab Supervisor for 1.G12.

Noted that Sharon Nightingale had reported the Fire Exit for Bld 1 as a hazard. This has been water blasted and cleaned but lights in the area need to be checked and cleaned. A Hazard Report is being submitted as Fire Escape leads into a garden. A path to the assembly area has been requested and lighting.

Brian Monaghan enquired on the maintenance of fire escapes and it was reported that a regular requested has been made for the Bld 1 fire escape. It was noted that the teaching room 1.105 and the staff offices in the eastern end of Bld 8 did not have access to a fire escape. **Action:** Wayne Ireland to enquire with Buildings and Grounds who has the responsibility of maintenance of fire escapes.

Noted a Work Experience student had an eye injury while doing Work Experience at an Engineering firm in Western Sydney. Wayne Ireland has spoken to the employer and confirmed the student had been inducted. Wayne Ireland reviewed the procedure and there was no correction action for the School. Wayne Ireland has discussed with OHS Unit that have recommended students are aware of their safety obligations. **Action:** Wayne Ireland to look at making changes to the Work Experience Approval Form.

**Other Business**

**3.1 Lab Safety Inspections and Follow Up**

Wayne Ireland has undertaken follow-up inspections. The major concerns were inappropriate storage of hazardous substances and general housekeeping. Wayne Ireland has spoken to Technical and Lab Managers. A telephone has been installed in the MRL. Still having an issue with OHS Unit with getting first aid kits audited. Some of our labs haven't been checked for over 12 months. Wayne Ireland is still working with Dillon Smith to rectify this. Order Forms go to Wayne before Pam. Bringing in ordering system to capture new equipment. This is working well.

**3.2 Lab Coats**

These are required to be worn in laboratories that have chemicals. Wayne has a list of approx. 20 students and staff who need lab coats. If there is a sign stating lab coats it means you have to wear labcoats in the area. Suggested lab coat labs are 2.G04, 2.G06, 2.106 and 2.107. **Action:** Peter Wypych to email Paul Cooper and Wayne Ireland re BMH Ralph Black Drive and to discuss access to Bld 1 labs with Zaiping Guo and Greg Tillman.

List of Labcoat Labs to be approved by School Committee.

**3.3 Lab Supervisor List**

Wayne to clarify with Ron the "need to clarify" entries for tech staff in the MMM Lab supervisor list.

**3.4 Potential Postgraduate Training Program**

Induction program for new postgraduate students and new staff. Zhengyi and Cholachat invited Wayne to do a presentation to Thesis students. Wayne Ireland will be developing this to include on-line systems and do this in the computer lab so that the presentation is interactive. **Action:** Wayne Ireland to send presentation to Paul Cooper this week and meet with Paul Cooper to discuss.
3.5 WorkCover Visit
Workcover audit on 24th May. We will be informed on 12th May if we are to be audited. Next Lab inspections in June but Wayne is away. Paul Cooper would like to focus on missing SWPs and suggested a list of equipment that needs SWPs be split into areas for postdocs and academic staff to write up missing SWPs. All postgraduate students need re-training. Paul Cooper would like advice on what a WorkCover audit involves. Peter Wypych suggested Seminars be held on Thursdays as part of postgraduate training. **Action:** Wayne Ireland to provide a program to include What does WorkCover expect to find? Increase SWPs, & Postgrad training. This item to be an Agenda Item for next meeting.

5. Date of Next Meeting: 20\(^{th}\) April 2010