SCHOOL OF MECHANICAL MATERIALS & MECHATRONIC ENGINEERING SAFETY COMMITTEE MEETING

Agenda for the School of Mechanical Materials & Mechatronic Engineering Safety Committee Meeting (2/2010) to be held on Tuesday, 20th April, 2010 at 2.30pm in Room 8.114

Committee Membership:
A/Prof Paul Cooper (Chair)     Greg Tillman
A/Prof Peter Wypych     Ashleigh Dewar (Secretary)
Ron Marshall     Liang Chen
Wayne Ireland     Zaiping Guo

1. Preliminary Business
   1.1 Apologies – Peter Wypych, Brian Monaghan (study leave)
   1.2 Confirmation of Previous Minutes – 1/2010

2. Action from Previous Meeting – progress reports

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<tr>
<th>No.</th>
<th>Item</th>
<th>ACTION</th>
<th>Name</th>
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<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. 20/04/10 – Ongoing – Paul Cooper to write to academics in charge of labs/equipment to expedite the development of SWP’s</td>
<td>Wayne Ireland</td>
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<td>2</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</td>
<td>Wayne Ireland</td>
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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

20/04/10 Wayne to ask OHS unit if software developers can incorporate email reminders for approvers of SWP’s

| 3 | FSAE | 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**  
- 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 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>|  Wayne Ireland/ Oliver Kennedy |</p>
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| 2 | Awaiting meeting times from FSAE students to assist in developing SWP’s.  
20/04/10 Oliver to organise meeting with FSAE team to finalise SWP’s for dynamometer and resin/body work. Wayne then to finalise SWP to cover off on after hours access authority. |   |   |   |   |
| 4 | 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  
20/04/10 – continuing – Paul to action | Paul Cooper |   |   |
| 5 | 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  
20/04/10 – continuing – Wayne to action | Wayne Ireland |   |   |
| 6 | Incident/Hazard report of 5.11.09 | Guard has been made for Instron equipment  
2/3/10 – who is the Lab Supervisor for 1.G12 – Nima Yazdipour  
20/04/10 Ron Marshall and Paul Cooper to meet and discuss TO’s for 2.102, a , 2.106, 2.107 and 4.GS2 [building 4 shed]. | Paul Cooper/  
Ron Marshall |   |   |
| 7 | Incident/Hazard report of 19/2/10 | Student received eye injury whilst doing Work Experience. Student had been inducted by firm. Wayne Ireland has discussed with OHS Unit recommending students are aware of their safety obligations.  
2/3/10 – Wayne Ireland to investigate making changes to the Work Experience Approval Form  
20/04/10 Wayne and Ashleigh to liaise with UoW insurance officer to develop faculty procedure to ensure correct process undertaken for non-payment work experience. | Wayne Ireland/  
Ashleigh Dewar |   |   |
| 8 | Lab Coats | Lab coats to be work in all labs that have chemicals. Suggested labs are 2.G04, 2.G06, 2.106, and 2.107.  
2/3/10 – 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 | Peter Wypych |   |   |
Wayne was invited to present his induction program to Thesis students. 
2/3/10 – Wayne Ireland to send presentation to Paul Cooper and organise to meet with him to discuss new on-line interactive induction program. 

Wayne Ireland/Paul Cooper

Wayne Ireland

### 3. Reports

#### 2.1 Hazard and Incident Reports

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<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>
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<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.</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>
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<td>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.</td>
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<td>Develop safe work procedure for operating the tensile tester Completed by W Ireland 2/12/09</td>
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<td></td>
<td>Engineers currently fault finding and will send a report once finalised.</td>
<td></td>
<td>Incorporate interlock switch to automatically shut off machine when actuator malfunctions Completed by J Gonzalez 5/12/09</td>
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<td>All actions completed, incident report closed.</td>
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2.2 Lab Safety Inspections and Follow Up
Autumn laboratory self inspection checklists have been distributed to those persons listed as academics in charge/supervisors of labs and/or workshops. [07/04/2010]. Completed inspection forms were due in last Friday 23/04/2010.

Follow up inspections by faculty staff has been scheduled for the June study recess [7-11 June]. A draft timetable will be circulated shortly enquiring about availability of staff.

4. WorkCover Visit
2.3 What does WorkCover expect to find?
2.4 Increase SWPs
2.5 Postgraduate Training

Wayne reported the two elements of the National Audit Tool that were selected by the University and WorkCover audit team include:
- Risk management
- Occupational Health and Safety Management System.

The 3 local areas selected to verify implementation of the UOW OHSMS include:
- Buildings & Grounds: Maintenance and Construction;
- Faculty of Science: School of Biological Science and the School of Chemistry; and
- Shoalhaven Campus: Graduate School of Medicine and the School of Nursing.

6. Other Business
Wayne reported a near miss incident in 1.125, Heat treatment laboratory where “Whilst pouring molten aluminum into a mould, it reacted with moisture in mould causing molten aluminum to fly into air”.

Cause of incident was determined to be:
- Mould must have not been completely dry, despite the following:
- Mould being kept at room temperature for seven days.
- 24 hours in oven at 75 degrees celcius
- Kept on top of oven at 50 degrees celcius prior to casting.
We believe the spate of recent wet weather and high humidity slowed the drying process of the plaster mould.

Discussion held in relation to PPE requirements for technical officer conducting process along with students inside laboratory.

Paul Cooper suggested a review of risk assessment on all processes being carried out in undergraduate teaching labs be conducted.

5. Date of Next Meeting: 27th July 2010