SCHOOL OF ENGINEERING PHYSICS SAFETY COMMITTEE MEETING

Minutes for the School of Engineering Physics Safety Committee Meeting (2/2010) to be held on Tuesday 20th April 2010 at 2.30pm in 1.105

Attendance:
Mr Duncan Fisher
Dr Josip Horvat (Chair)
Dr Michael Lerch
Tara McIntyre (Minute Secretary)
A/Prof Rodney Vickers

1. Preliminary Business
   1.1 Apologies – Wayne Ireland and Roger Lewis
   1.2 Confirmation of Previous Minutes – 1/2009 - confirmed.

2. Action from Previous Meeting – progress reports

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<td>10th February 09</td>
<td>Bill Zealey</td>
<td>Bill Zealey to speak with Rodney Vickers regarding OHS responsibilities contained in current position descriptions needing to be more detailed. 21/4 – Ellen Manning is creating a MMM general safety document for the school. This document could be modified to be used for Physics. 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 H&amp;S. 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 9/3/10 - Rodney Vickers has seen the document and document to be put on next agenda. 20/4/10 - Complete</td>
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<td>21st April 09</td>
<td>Wayne Ireland &amp; Bill Zealey</td>
<td>Equipment register needs to be updated. Equipment needs to be put on Faculty register as soon as it is purchased 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 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 9/3/10 - Equipment list circulated to staff who 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. 20/4/10 – Joseph to send the list to Duncan Fisher to update labs in building 15. Joseph to circulate equipment register to staff to complete the information for their labs. 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. Rodney Vickers to pass equip. list onto Bill Zealey. Bill to speak to Lab coordinators about their SWP's and RA's Bill Zealey to speak to individual staff. Duncan Fisher to assist in updating register Rodney Vickers to send a copy to Joseph of First Yr Lab Manual has specifics on safety concerns. Each UG experiment should have a RA &amp; SWP Joseph to send Duncan Fisher Equipment Register. Joseph to also send the register to all physics staff</td>
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<td>28th July</td>
<td>Bill Zealey</td>
<td>Labs need recycling bins for the disposal of batteries. 1/11 – Ongoing 9/3/10 – Ongoing 20/4/10 - Wayne spoke to David Low, Manager of Environmental Services regarding policy and they have advises Wayne it is still being developed. Ongoing</td>
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<td>1st November</td>
<td>Duncan Fisher</td>
<td>Draft a procedure for demonstrators to be</td>
<td>Duncan to create procedure</td>
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2. Reports

2.1 Hazard and Incident Reports
No incidents to report. There have been no incidents for Physics in 30 days.

2.2 Lab Safety Inspections and Follow Up
Lab self-inspection forms have been distributed. The deadline is Friday the 23rd April and need to be returned to Tara in the Faculty Office. The follow-up inspections will take place during recess during the week beginning the 11th June. A rough timetable is in the process of being drafted and will be sent out over the next few weeks.

3. Risk Assessments – Approver
Joseph voiced his concerns regarding the issues of approving risk assessments on safety net. There are problems with risk assessments not being approved by the appropriate person. Risk assessments that are considered to be high risk must be sent to Rodney Vickers for approving and risk assessments that are considered to be extreme risk must be sent to Chris Cook. It was agreed that the person to approve risk assessment is the person directly involved with the experiment and/or piece of equipment. Joseph to discuss the issue at the next WAC meeting.

4. Online Safety Induction/Quiz
Rodney Vickers discussed the idea of having an online safety induction system. This could be in the form of a quiz covering basic Occupational Health and Safety regulations. This would save on time, paperwork and would ensure the staff/student has a wide variety of knowledge on safety, which is required to pass the quiz. This quiz could be run on the Physics Safety site or through e-learning. Rodney will begin to draft the system. Joseph will discuss this with the WAC committee to ensure it complies with OH&S regulations.

5. Update of Physics Safety Manual Approval
See agenda item 2 – Lab manual

6. Other Business
6.1 CT Scanner
Joseph to email Rodney regarding Physics involvement with the CT scanner. Rodney to speak to Buddhima as it was previously owned by Physics and CME.

6.2 Bill Zealey’s Labs
Michael Lerch has taken over responsibility of Bill Zealey’s labs of 15.102, 15.103 and 15.104.

7. Date of Next Meeting: 27th July 2010

Joseph Horvat
Chair