## School of Engineering Physics Safety Committee Meeting

Minutes for the School of Engineering Physics Safety Committee Meeting (3/2010) held on Tuesday 27th July 2010 at 2.30pm in 1.105

### Attendance:
- Mr Wayne Ireland (OH&S Officer)
- Dr Michael Lerch
- A/Prof Josip Horvat (Chair)
- Ms Tara McIntyre (Minute Secretary)
- A/Prof Rodney Vickers

### 1. Preliminary Business

1.1 Apologies – Duncan Fisher and Roger Lewis

1.2 Confirmation of Previous Minutes – 2/2010 - confirmed

### 2. Action from Previous Meeting – progress reports

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Action</th>
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<tr>
<td>21st April 09</td>
<td>Wayne Ireland</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 SWPs 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. 27/7/10 – Equipment register to be made an agenda item of further safety meetings. Ongoing. 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. Joseph to follow up with staff.</td>
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<td>Bill Zealey</td>
<td>Bill to take to the next WAC committee. Wayne Ireland to talk to ESI Unit. ESI policy for the University is still being developed. Joseph to discuss at the next WAC meeting. Wayne to look into whether or not this is possible.</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 advised Wayne it is still being developed. Ongoing. 27/7/10 – Committee discussed the possibility of having all batteries collected at the EEC and disposed off once a month to Battery World who take batteries for disposal at no charge. Bill to take to the next WAC committee. Wayne Ireland to talk to ESI Unit. ESI policy for the University is still being developed. Joseph to discuss at the next WAC meeting. Wayne to look into whether or not this is possible.</td>
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<td>1st November</td>
<td>Bill Zealey and Tara McIntyre</td>
<td>LAB MANUAL – 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. 20/4/10 – Ongoing. 27/7/10 – After hours authority to be added to the lab manual. Hard copies to be printed and then to be added to the Engineering website. Tara to put on school committee agenda. Bill to discuss at next meeting. Joseph to make changes and print hard copies then forward to Tara for uploading on the web.</td>
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<td>20th April 10</td>
<td>Joseph Horvat</td>
<td>Risk assessments on safety net need to be approved by the person directly involved with the piece of equipment and not just the head. Joseph to discuss at the next WAC meeting. Joseph to email the school.</td>
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2. Reports

2.1 Hazard and Incident Reports

Discussion of an incident regarding students not filling a steam generator with water before using the piece of equipment resulting in an element cutting out. Students will be reminded to do this at the beginning of the class by the demonstrator. Joseph will look at the apparatus to see if the problem can be fixed. Also a discussion of leaking coming from the roof in bld 15 which is an ongoing matter with buildings and grounds.

2.2 Lab Safety Inspections and Follow Up

64.28% of Physics labs were inspected in the follow-up inspections. There were no significant issues in any of the Engineering Labs besides housekeeping. Wayne will be looking over the labs that were missed over the next few weeks. Tara is to purchase two hard cover minute books and plastic document holders for after hours work in the labs.

2.3 MMM General Safety Document

The MMM general safety document has not had any further progress and it has been decided that Physics will be focusing on their Equipment register as this time.

2.4 Lab Manuals and Safety Notes

Discussed under action from previous minutes

3. Other Business

New Postgraduate representative is needed for the committee. Joseph Horvat to ask Cameron Stanton.

4. Date of Next Meeting: 14th September 2010

Joseph Horvat
Chair