FACULTY OF ENGINEERING - WORKPLACE ADVISORY COMMITTEE

Minutes of the Faculty of Engineering Workplace Advisory Committee meeting (3/2010) held on Tuesday, 3rd August, 2010 2.30pm, Room 4.118

Attendance:
Ron Marshall (Chair)
Roma Hamlet
Joseph Horvat
Devi Saini
Tara McIntyre
Brian Monaghan
Peter Wypych
Greg Tillman
Daniel Leo, OHS Unit

1. Preliminary Business

1.1 Apologies – none.

1.2 OHS representation on Committee – OHS Unit have realigned with Faculties. Daniel Leo was welcomed as the Faculty of Engineering Client Contact.

1.3 Confirmation of Previous Minutes 2/2010 – confirmed.

1.4 Action from Previous Meeting – progress reports

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<td>No airflow in building</td>
<td>10/3 – Wayne Ireland to request latch to be put on door</td>
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<td>22/9 – Ellen to speak to Mark Stevenson regarding insulation problem.</td>
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<td>27/4/10 – In progress</td>
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<td>3/8/10 - Continuing</td>
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2. Reports

2.1 Hazard and Incident Reports

- Manufacturing fault with workshop lathe. Guard on machine did not disable. Machine was tagged and manufacturer inspected machine and has written to the parent company in England. Keith Maywald has redesigned machine to make it safe.
- CME lab incident of student sucking up methanol. This was a disciplinary action – student had been told not to do this.

2.2 University OH&S Committee Report – D. Leo

Outcome from Self Insurance Audit of Buildings & Grounds, Shoalhaven Campus & Dept of Chemistry. There are 8 non-conformances and 12 observations to address. OHS and working through the planned Corrective Actions that are mainly procedural changes.
Issues were raised regarding western carpark and pedestrian activity. Traffic management to be implemented.

2.3. School and Institute Safety Committee Reports
   2.3.1 Civil Mining & Environmental Engineering
   The Heads of School report was tabled at the meeting in relation to SWPs for high and medium risk equipment. The methane detection system in the Gas Lab was a concern and it was recommended that the system be calibrated. **Action:** Faculty schedule to be drawn up for maintenance of all detector equipment - Wayne Ireland and Ron Marshall.

   2.3.2 Mechanical Materials & Mechatronic Engineering
   Students and staff to wear lab coats & protective eye wear in all labs that have chemicals. MMM have carried out safety induction for 70 postgraduate students. Discussion is taking place regarding risk assessments to be carried out prior to lab classes.
2.3.3 Engineering Physics
Equipment register to be completed. There had been a suggestion the Batteryworld free battery disposal could be used by the School. Discussion on approval of Risk Assessments for postgraduate students.

2.4 Lab Safety Inspections and Follow Up
Follow up inspections had been carried out. The main actions required are log books, register of inductions, housekeeping, testing and tagging and chemical storage. Housekeeping was a concern as it was storage of equipment around fire extinguishers, exits etc.

3. Faculty of Engineering WAC Issues
Wayne Ireland had given the Heads of School a monthly safety report. Heads were disappointed that SWP figures hadn’t increased. Equipment that does not have an SWP will be tagged. Heads of School have requested stick-on equipment labels. A Risk Assessment or Safe Operating Procedure covered some equipment without a SWP. A Risk Assessment demonstrating why an SWP is needed is also required. It was noted that the Report to the Heads of School should indicate an SWP or a RA.

4. General business
4.1 Review of Building Wardens
Report from Bld 1 Evacuation Drill held on 3rd July 2010 discussed. Evacuated persons gathered outside the Building 1 entrance rather than Evacuation Area B. Chief Building Warden was not available on the day. The Chief Building Warden is required to stand by the Fire Panel to coordinate with security personnel. An additional building warden is required for Bld 1. Building Warden training includes bomb threats, terrorists etc.

4.2 Other business
Noted Brian Monaghan is a formal member of this Committee

5. Date of Next Meeting – Tuesday, 21st September 2010

Ron Marshall
Chair

Action from Meeting – progress reports

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<td>2</td>
<td>Gas Lab Detector</td>
<td>Methane Detection System calibrated</td>
<td>3/8/10 – Faculty Detector Equipment Maintenance Schedule to be drawn up</td>
<td>Wayne Ireland &amp; Ron Marshall</td>
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