



SCHOOL OF ENGINEERING PHYSICS / ISEM SAFETY COMMITTEE MEETING

Minutes of the School of Engineering Physics / ISEMSafety Committee Meeting (2/2008) held on
Tuesday, 15th April, 2008 at 2.30pm in Room 1.105

Attendance:

Mr Duncan Fisher
Dr Josip Horvat
Ms Lin Lu (Student Rep)

A/Prof Rodney Vickers(Chair)
A/Prof Bill Zealey

1. Preliminary Business

1.1 Apologies

Ellen Manning, Kosta Konstantinov, Alexey Pan and Michael Lerch.

1.2 Confirmation of Previous Minutes – Minutes of the meeting 1/2008 confirmed.

1.3 Action from Previous Meeting – progress reports.

31 st July 07	Rodney Vickers	Need to transfer hard copies of MSDS to the online database. Administration help required. 25/9 – Continuing item.	Rodney Vickers to approach Lorelle Pollard for administration help for transfer of data.
25 th Sept 07		Chemical inventory needs to be updated onto Chem Alert for each lab. – Decision to be made on who is responsible for updates to database. 26/2 – Ongoing Item. 15/4 – Ongoing Item.	
26 th Feb 08	Rodney Vickers	Safety signs to be put on all lab doors. 15/4 – Signs have been sent to the Printery – Item completed.	Rodney Vickers and Michael Lerch to organise.
26 th Feb 08	Rodney Vickers	New database for Risk Assessments & MSDS – develop a link between purchasing and recording of Risk Assessment and MSDS information. 15/4 – Faculty database is now set up.	Discuss with Ellen.
26 th Feb 08	Rodney Vickers	First aid officer information needs to be updated in labs. 15/4 – All Physics labs have been updated by Bill Zealey – Item completed.	Discuss with Ellen.
26 th Feb 08	Bill Zealey	Wasps in 2 nd & 3 rd year labs. 15/4 – Zealey contacted Buildings and Grounds who have sprayed the area – item completed.	Bill Zealey to contact Buildings & Grounds.
26 th Feb 08	Rodney Vickers	Workstation in 3 rd year lab. 15/4 – Item completed.	Duncan Fisher and George Takacs to fix.
26 th Feb 08	Rodney Vickers	E-tags in Building 41 labs out of date. 15/4 – Faculty is currently looking into this item.	Rodney Vickers to discuss with Ellen.
26 th Feb 08	Rodney Vickers	SWP to be developed for student experiments in labs. 15/4 – Duncan Fisher has completed all 1 st Yr labs, 2 nd Yr labs in progress.	Lab supervisors to develop SWP.
26 th Feb 08	Rodney Vickers	SWP training attendance. 15/4 – Next training is 19 th June.	Rodney to email staff about attendance at SWP training.

2. Reports

2.1 Hazard and Incident Reports

Hazard and Incident reports for Buildings 2,15 and 41 tabled and discussed.

Wasps sprayed by Buildings and Grounds. Bill Zealey to report back if problem persists.

Correction to the Risk Register for incident reported for Blg 41 on 6/3/08 – The equipment in question was not 240V and was also not connected to CRO.

ACTION – Follow up from incident report - New stools required for the Blg 41 student labs as current stools are in a bad state of repair. Bill Zealey to take this to the WAC for further discussion.

Duncan Fisher reported that a Window in Blg 41 had fallen out its frame, but no incident report has been submitted by those responsible. This was not in an area related to our Faculty, and no Faculty of Engineering staff were present.

Discussion about incident in Bldg 2 on 28/3/08 – Need for a change of equipment – eg: guillotine or the like to be put into the lab for cutting samples etc.

2.2 Lab Safety Inspections and Follow Up

All lab safety inspections for Physics have been handed into the Faculty Office. Some ISEM inspections are still outstanding.

3. Physics OHS Verification Audit

First Meeting to be held on 30th April, 2008. Rodney Vickers has spoken with Lorelle Pollard regarding administrative help during the audit.

4. Other Business

4.1 Lab Inspection Form

It was brought to the committee's attention that the Lab Inspection Form is due for renewal. Need to approach OHS Unit for updated forms once available

ACTION - To be brought to the attention of the WAC Committee.

ACTION – Ask WAC Committee to pass onto the UoW OHS Committee the need for all online internet forms to be accessible by PC, Mac and Linux computers.

4.2 Splitting of Committee

Discussion needed about the splitting of the current Safety Committee due to the new location of ISEM in mid-2008. Any changes to the committee need to be brought to the attention of the WAC Committee.

4.3 Change of Meeting Time

The time of the next meeting to be changed to 2.30pm due to staff commitments.

4.4 Helium Collection Facility

It was brought to the Committees attention that no-one is currently in charge of the Helium Collection Facility on the western side of Building 15.

Rodney Vickers
Chair

ACTION ITEMS

31 st July 07 25 th Sept 07	Rodney Vickers	Need to transfer hard copies of MSDS to the online database. Administration help required. 25/9 – Continuing item. Chemical inventory needs to be updated onto Chem Alert for each lab. – Decision to be made on who is responsible for updates to database. 26/2 – Ongoing Item. 15/4 – Ongoing Item.	Rodney Vickers to approach Lorelle Pollard for administration help for transfer of data.
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15 th Apr 08	Bill Zealey	Follow up from incident report - New stools required for the Blg 41 student labs as current stools are in a bad state of repair.	Bill Zealey to take this to the WAC for further discussion.
15 th Apr 08	Bill Zealey	Lab Inspection Form is due for renewal.	Bill Zealey to bring to the attention of the WAC Committee.
15 th Apr 08	Rodney Vickers	Ask WAC Committee to pass onto the UoW OHS Committee the need for all online internet forms to be accessible by PC, Mac and Linux computers.	Bill Zealey to bring to the attention of the WAC Committee.
15 th Apr 08		Helium collection facility needs someone to be in charge.	To be discussed at next meeting.