FoS WHS Advisory Committee

MINUTES of the meeting held on Tuesday 27th November 2012

Present: Jenny Minard, Imtiaz Bhayat, Andy Holmes, Marita Holley, Karl Lukezic, Michael Batanin, Curtis Rigney, Sigurbjörg Gudlaugsdóttir, Russell Field, Len Hamey, Rekha Joshi, Mark Tran

Apologies: - Clive Baldock, Alamgir Khan, Nathan Daczko, Regina Dunford, Norman Pearson & Nanette Bertoldo

1. Welcome
Meeting commenced 10.00 am. Welcome to new members Rekha Joshi and Mark Tran

2. Review previous minutes and matters arising
The Action item regarding portable stretcher in the field was discussed Andy will follow this up with Michael and the field work team

3. Department safety committee representative reports
   APAF: (Attachment 1) report submitted. Continued problems with air conditioning
   Biology: (Attachment 2) report submitted. No matters arising
   Chemistry: (Attachment 3) report collected. No matters arising
   Chiropractic: (Attachment 4) Curtis bought up question of sharp pins used as reflex demonstrations in undergraduate teaching classes and the need to have sharps containers for these. His question “if a lab is using sharps with potential of exposure to human blood, should it be classified as a “biohazard” lab? Reply from the floor is yes the lab supervisor would need to complete Biohazard Risk Assessment, label door to the laboratory appropriately and follow correct biohazard procedures. The best solution would be to find alternative ways to do this test.
   ACTION Curtis will follow up on finding alternatives.

   Environment & Geog: (Attachment 5) Report submitted. Problems are being sorted.
   EPS: (Attachment 6) Report collected. Norm noted that a training course for the use of oxy-acetylene equipment is being organised through METS. This needs to be followed up next meeting as no EPS members were present at the meeting with questions regarding trainers.
   Maths & Numeracy: (Attachment 7 & 8) Report collected. No matters arising
**METS:** (Attachment 9) Report collected. No matters arising

**Physics:** (Attachment 10) Report collected. Regina was not present but her question regarding the need for a gas safety officer to be appointed was raised. Andy replied that the matter was with Michael Carley. Michael has set the terms of reference to cover the whole University. This has caused issues with Karl thinks this is a large job which will take up too much time for already busy people.

**ACTION** Andy will take this up with Michael Carley again.

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**4 & 5. Health and Safety Coordinator report (Inspections)**

Andy was pleased to report 76% inspections were returned on time. This is a good return. Michael Carley will be making a report to the executive with this information. Storage space across the Faculty seems to be a problem. This is leading to manual handling issues. He suggested an audit to remove unwanted chemicals, equipment and consumables. This year HSR only had a small window of time to complete inspections. Next year one of the options under consideration is to carry out inspections on a regular basis throughout the year, to alleviate last minute rush. Andy also recommended looking at work process as well as looking at the layout and presentation of the lab that the checklist refers to.

**M.H.** Suggested that it was difficult to get the academic supervisors to do laboratory inspections with HSR’s during semester time. The mid semester breaks are the best time for her and the laboratory supervisors to get together.

Andy informed us that the Workplace Inspection procedure is under review at the moment. This plan will take into effect the Risk management plan which will run alongside the checklist.

**R.F.** Suggested that time to do the inspections was a limiting factor and that more people need to be trained so that offices could be inspected. HSR members of the faculty are busy enough doing laboratory inspections without doing offices. Would the solution be that everyone inspect their own office?

**L.H.** Computing has found that people do not see the potential in their own area. He has examples of people sitting with feet on power boards and electric devices bought from home not tagged or electric bar heaters.

Andy commented that the HSR should be roaming and conducting constant monitoring of all work areas.

**S.G.** Feels that she can say “fix that problem”, but some choose to ignore her. She feels that the checklist gives documented evidence for in-action, but who backs her up on unresolved issues.

**M.H.** Suggested that there are no obvious consequences in not completing outstanding actions resulting from inspections.

**I.B.** Thought that the HOD are ultimately responsible and should be signing off on inspection sheets.

Andy reported that a Risk Management Plan for each department is nearly completed and ready to be rolled out. Areas of concern in the plan include incorporating contingency plans for when supervisors go on OSP or Leave, leaving students unsupervised in high risk areas.

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**6. Update of RMSS and Field Tech**
Andy confirmed that RMSS is up and running for Incident reports. Field Tech is a Risk management / asset management tool for activities involving Field work. The system which is easy to use looks like going ahead from next year. The online system will have the ability to be accessed any time and could be especially useful in situations where a change of plans or variance of route happens while out in the field.

7. Building Wardens and Area wardens for E5A and E5B
E5A is a difficult building to nominate floor wardens because only 2 staff are permanent in this building.
It was noted that undergraduate students have access to Chiropractic rooms outside class times when the rooms are not supervised. The question of induction and what to do in case of an emergency was raised.
ACTION: Andy to follow up with Mark Lackie (HOD) EPS in regard to Building and Floor wardens and First aid officers.

8. Induction requirements for laboratories with share equipment.
It was made aware that during semester class technicians often used equipment in research laboratories. What induction process is required in these laboratories?
Andy suggested that an induction book which contains a list of procedures and requirements, should be placed in each laboratory and that each person who uses the laboratory and/or equipment must sign in.
Laboratory managers are responsible for the lab. If the induction book is not set up, the laboratory manager or supervisor of that laboratory must be present to supervise.

9. Update on Chemical Management System.
Jenny reported that the decision of which supplier of chemical management system would be made shortly and that the new system should be in place by next year.

10. Other business.
Marita asked about the line of approval for Safe Work Procedures before they are posted on the webpage. Who is responsible for checking that SWP offer the safest method of work?
All SWP will be sent to Andy for verification before they go to the webpage.

11. Dates and times next meeting(s)
The following dates and time and location have been set aside for 2013.
All meetings will be held at 11.00am in E6A 202 on
Wednesday 6th February
Thursday 2nd May
Wednesday 7th August and
Tuesday 5th November.

The meeting closed at 12.00