Memorandum

Attention: Department of Chemical Engineering Safety Committee
Department: Department of Chemical Engineering
Sender: Cath Buckley
Subject: Agenda for 26th meeting – 2.00 pm, 9th November 2006 – Department Conference Room
Date: 18 August, 2009

C:/Documents and Settings/cbuckley/My Documents/Meeting Minutes/agenda_meeting_26.doc

Agenda

1. Review minutes of previous meeting
2. Action items from previous minutes (Martin Rhodes)
   a. Follow up on quiz responses.
   b. Gas cylinder management
   c. Safety considerations at/before project commencement
   d. Training: Ergonomics/Risk Assessment scheduling
   e. Security and access to labs
   f. Move Class 4 and 5 materials from G02 to G07
3. Safety issues from faculty (Ron Graham)
4. Laboratory Inspections – update (Martin Rhodes)
5. Summary of any incidents reported since the previous meeting (Cath Buckley/Ron Graham)
6. Specific items for discussion
   • Housekeeping and safety of hot processes in G13
   • Housekeeping in labs
   • Safety day
   • Air conditioning in the tea room (101) – how to minimise waste energy
7. General Business
8. Agreed time for next meeting

Cath Buckley