Memorandum

Attention: Department of Chemical Engineering Safety Committee
Department: Chemical Engineering
Sender: Cath Buckley
Subject: Minutes of meeting held on 3 October 2.00 pm
Date: 18 August, 2009

Present: Gareth Forde, Lachlan McKenzie, Duc At Nguyen, Sam Clayton, Shan Wang, Jill Crisfield, Ron Graham, Cath Buckley

1. Minutes from August meeting approved.
2. Actions from previous meeting

2.1 Safety Manual
A list of non respondents was submitted to Martin Rhodes on 3-11-06.

2.2 Gas cylinder management
Linde has advised that a budget estimate for the implementation of a barcode system for gas cylinder management is 10 000. A confirmed quotation has been requested. Need to find out if BOC cylinders can be bar-coded.
Action: Linde, CB
Action item pending

John Whale has developed a training presentation that he will deliver during November. This can be followed up by a practical demonstration with a cylinder and regulator. Scheduling is pending.
Action: CB, MR, JW
Action item pending
An email is to be circulated reminding all staff of the correct procedures for borrowing cylinders.

Action: CB

Action item outstanding

2.3 Safety considerations at/before project commencement.

Draft two of the checklist is in progress and will be submitted to the committee for review at November’s safety meeting.

Action: CB

Action item outstanding

2.4 Training Ergonomics and Risk Assessment

Risk assessment training is to be scheduled for early in 2007, with the deliverable that review of existing risk assessments be undertaken afterward.

Action: CB, JW

Action item pending

2.5 Security and Access to Labs

Visibility windows are required in G13, and G17.

Action: CB

Complete

G13 lock hard to operate.

Action: CB

Complete

Securing G02. JB and CB will trial securing G02, stores, when unattended.

Action: JB, CB

In progress – working well so far.

2.6 Move of Class 4 and 5 Substances to G07

Action: CB

Complete
3. Safety Issues from the Faculty

3.1 Chemwatch
No updates. Next Zone meeting 27-10-06

3.2 First Aid Policy
No updates. Next Zone meeting 27-10-06

3.4 Faculty Intranet
No updates. Next Zone meeting 27-10-06

3.5 OHSE Events Timetable
John Whale has prepared a timetable of OHSE events for the faculty and departments. This timetable includes faculty board events, zone events and department events. It will be circulated at the next safety meeting.

3.6 OHS Strategic Plan Review
No updates. Next Zone meeting 27-10-06

4. Lab inspections – on schedule. Actions items will be targeted by CB, WLC, RE by end Nov.

5. One hazard reported – lab handout for 2nd year indicated fume cupboard was required, fume cupboard was not available but was not required. Handout has been updated to reflect this.

6. Agreed time for next meeting: TBA

Cath Buckley