Memorandum

Attention: Department of Chemical Engineering Safety Committee
Department: Department of Chemical Engineering
Sender: Andrew Hoadley
Subject: Agenda for 30th meeting – 2.00 pm, 4th April 2007 – Department Conference Room
Date: 2 April 2007

Agenda

1. Review minutes of previous meeting
2. Action items from previous minutes (Andrew Hoadley)
   a. Visitors book
   b. Safety manual and quiz available in general office
   c. Reminder on the correct disposal of syringes
   d. Changes to Safety Manual – Hep B a condition for doing first aid course
   e. Fire training booking (Safety Day)
3. Safety issues from faculty (Ron Graham)
4. Laboratory Inspections
   a. Update on inspections completed
5. Summary of any incidents reported since the previous meeting (Cath Buckley/Ron Graham)
6. Training and Inductions – training spreadsheet
7. Specific items for discussion
   a. Gas safety (training records, RA, SWI, MSDS)
   b. Training for cleaners
8. Environmental Officer’s Report
   a. Water
   b. Energy
9. General Business
10. Agreed time for next meeting

Andrew Hoadley.