Present: Andrew Hoadley, Martin Rhodes, Cath Buckley, Ron Graham, Shan Wang, Jill Crisfield, Gareth Forde, Sam Clayton, Ranjeet Singh, Carrie Chen, Duc At Nguyen, Karen Hapgood, John Whale

Apologies:

1. Minutes accepted with correction to date 7 February (not 7 January).

2. Actions from previous meeting

   - Visitor’s book – specially printed books with carbon copy will be purchased with one copy at the Chemical Stores and one copy in the General Office.

   - Copies of safety manual and quiz to be available in the general office (CB – still to be actioned)

   - PPE and use of microscopes – it was decided that safety glasses could be on the forehead when looking into microscope (CB to make a small revision to Safety Manual).

   - Modifications to air conditioning in tearoom (CB has requested a quotation).

   - Investigation of options for making distilled water – CB has requested a quotation

3. Safety issues from faculty (Ron Graham)

   - A condition of doing the first aid training is having the Hep B inoculations

   - A general invitation to anyone to attend the Zone monthly meeting.

4. Laboratory Inspections

   - The inspection of G09 was not done by the due date, but will be completed during the following month.

5. Summary of incidents reported since the previous meeting.

   - Room 207 Bldg 36 – Air conditioning disconnected leading to excessive temperature on hot days with occupants complaining of dehydration.
(From a different department), there was a needlestick injury to a cleaner. CB to send a reminder to staff about the correct disposal of syringes.

6. Training and induction update
   - CB attended an update course on Mental Health
   - The committee decided that all new staff and students would be permitted to undertake the first aid course (providing they agreed also to have the Hep B inoculation).
     Action CB to state the above in the Safety Manual.

7. Department’s 2007 strategic OH&S plan
   - JW outlined the faculties OH&S plan which has been mirrored by each department.
   - AH & CB noted that the major activity for Chemical Engineering is related to management of OH&S training. CB has created a spreadsheet with dates when each member of the department is due for specific training. The idea was that this list would be updated towards the end of each year (November), and that if training falls due in the following year, it would be included in the activities listed in PMS. Actions: CB & AH to make further changes to the spreadsheet and then email to all of chemical engineering to input their training information.

8. Safety Officer’s Report
   - The date of the Safety Day morning is Friday 29 June. Actions CB to book fire training and coordinate safety related activities. AH & JC to organise BBQ lunch.

9. Environmental Officer’s Report
   - Chem. Eng. is pioneering a new initiative to collect clean water which would otherwise go down the drain in a tank which will be used to water the university grounds.

10. General Business
    - JC mentioned that enclosure between buildings 36 & 69 is going ahead.
    - JW said that the management of breathing apparatus and related training would be managed at the faculty level.

11. Next Meeting  Wednesday 4 April 2007 at 2pm

Andrew Hoadley.